

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Local Authority/City Hall]  
[Address of Local Authority]  
[City, State, Zip Code]

Dear [Local Authority/Official's Name],

I hope this letter finds you well. I am writing to formally request a permit to hold a yard sale at my residence located at [Your Address] on [Date(s) of the Yard Sale].

The details of the yard sale are as follows:

- Date(s): [Insert Date(s)]
- Time: [Insert Start Time] to [Insert End Time]
- Location: [Your Address]

I will be selling a variety of items, including [briefly list items, e.g., furniture, clothing, toys, etc.], and I anticipate a modest turnout from neighbors and community members.

I understand the importance of following local regulations and assure you that I will comply with any requirements necessary for hosting this event. If you need any further information or if there's a specific application form I should complete, please let me know.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]