

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

[City or County Office Address]
[City, State, Zip Code]

Dear [City/County Official's Name],

I hope this letter finds you well. I am writing to request a permit for a yard sale I plan to hold at my residence located at [Your Address].

The details of the yard sale are as follows:

- **Date:** [Date of Yard Sale]
- **Time:** [Start Time] to [End Time]
- **Items for Sale:** [Brief Description of Items]

I understand and will comply with local regulations regarding yard sales and will ensure that the sale does not cause any disruption to the neighborhood.

Please let me know if any additional information is required to process my request. I appreciate your attention to this matter and look forward to your approval.

Thank you!

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]