

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

Dear [City/Town Council Members/Specific Recipient'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 [Proposed Dates].

The purpose of this yard sale is to [briefly explain reason, e.g., declutter, raise funds for a specific cause, etc.]. I anticipate that it will attract local community members and provide a great opportunity for neighbors to participate and engage.

I plan to conduct the sale on [specific days and hours], and I will ensure that all safety and local regulations are adhered to.

Additionally, I would be happy to adhere to any guidelines you may require, including signage and public notifications.

Please let me know if there are any specific forms or fees associated with this permit application. I appreciate your attention to this matter and look forward to your positive response.

Thank you for your support!

Sincerely,
[Your Name]