

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

Subject: Yard Sale Permit Request

Dear [Permit Office/Official's Name],

I hope this message finds you well. I am writing to formally request a permit for a yard sale I plan to hold at my residence located at [Your Address] on [Date of Yard Sale].

Details of the yard sale are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Address:** [Your Address]
- **Description of Items for Sale:** [Briefly describe items, e.g., clothing, furniture, collectibles, etc.]

I understand the local regulations and will ensure compliance throughout the event. I am looking forward to your approval so I can proceed with the necessary arrangements.

Thank you for considering my request. Please feel free to contact me at [Your Phone Number] or [Your Email] if you require any further information.

Sincerely,
[Your Name]