

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company/Organization Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Waste Collection Services

I hope this message finds you well. I am writing to formally request waste collection services for our [residential/commercial/industrial] property located at [property address].

We are in need of regular waste collection to ensure a clean and healthy environment for our [residents/employees/guests]. Our organization is committed to adhering to environmental sustainability practices and would greatly appreciate your assistance in this matter.

Here are the details regarding our waste collection needs:

- **Type of Waste**: [Household waste, recyclables, organic waste, etc.]
- **Frequency of Collection**: [e.g., daily, weekly, bi-weekly]
- **Preferred Collection Days**: [Specify days of the week]
- **Estimated Volume of Waste**: [Provide an average estimate, e.g., in cubic meters or number of bins]

Please provide us with the following information:

1. Availability of services on the specified days
2. Pricing structure and payment options
3. Any additional services you may offer, such as recycling or bulk waste pickup
4. Terms and conditions associated with your services

We are looking to establish a partnership with a reliable waste management provider and would appreciate your prompt response to this request. Should you have any questions or require further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position (if applicable)]  
[Your Organization (if applicable)]  
[Your Address]