

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

[Recipient Name]
[Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Garbage Collection Services

I hope this letter finds you well. I am writing to inquire about the garbage collection services offered by [Company/Organization Name].

[Briefly explain the reason for your request, including any specific issues or needs regarding garbage collection.]

I would appreciate it if you could provide me with the details regarding your services, including the schedule, fees, and any necessary guidelines for residents.

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]