

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Service Provider's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to request trash pickup service for my residence located at [Your Address].

Please provide me with information regarding your service options, pricing, and any necessary steps to set up this service.

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

Sincerely,
[Your Name]