

[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 Recycling Collection

I hope this letter finds you well. I am writing to request a recycling collection service for [specific location or address] on behalf of [your organization or community, if applicable].

As part of our commitment to sustainability and environmental responsibility, we aim to enhance our recycling efforts and would greatly appreciate your support in arranging for regular recycling pickups.

We are interested in collecting the following recyclable materials:

- [List of materials, e.g., paper, plastics, glass, etc.]

Please let us know your availability for this service and any requirements or guidelines we should follow.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]