

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

To,

The [Authority's Designation]  
[Department Name]  
[Municipality/Organization Name]  
[Address]  
[City, State, Zip Code]

Subject: Request for Garbage Collection

Dear [Authority's Name],

I hope this message finds you well. I am writing to formally request the collection of garbage in my area, [Your Area/Street Name], due to [reason for request, e.g., increased waste accumulation, missed collection, etc.].

Details:

- Location: [Your Address]
- Frequency of collection needed: [Specify daily, weekly, etc.]
- Additional comments: [Any other relevant information]

I would appreciate your prompt attention to this matter to maintain cleanliness and hygiene in our community.

Thank you for your support.

Sincerely,  
[Your Name]