

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for Garbage Collection Service

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request garbage collection services for my residence located at [Your Address].

[Provide details about the frequency of collection needed, any specific requirements, or issues you are facing with current service, if applicable.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]