

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request a garbage pickup service for my residence located at [Your Address] due to [brief reason, e.g., increased waste, recent events, etc.].

I would appreciate it if you could schedule a pickup at your earliest convenience. If additional information is needed, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,
[Your Name]