

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

[Date]  
[Garbage Collection Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name or Customer Service],  
I hope this message finds you well. I am writing to request a garbage pickup service at my residence located at [Your Address].  
Due to [briefly explain the reason for the request, e.g., increased waste due to a recent event, temporary situation, etc.], I would greatly appreciate if you could arrange for an additional pickup on [proposed date].

Please let me know if this can be accommodated or if there are any necessary steps I need to take to facilitate this request.  
Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]