

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

Dear [Recipient Name],

I am writing to inquire about the garbage collection services provided by [Company Name]. I am interested in learning more about your services, rates, and any specific guidelines regarding waste collection in our area.

As a [residential/commercial/business] customer, I would like to know the following:

1. Service frequency (e.g., weekly, bi-weekly)
2. Types of waste accepted (e.g., general, recycling, bulk)
3. Pricing structure and any additional fees
4. Special instructions or requirements for waste disposal

Additionally, if there are any promotional offers or packages available, please share those details as well.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]