

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Garbage Collection

I hope this letter finds you well. I am writing to formally request the collection of garbage from my residence located at [Your Address].

Details of the request are as follows:

- Address: [Your Address]
- Type of waste: [General waste/Recycle/Organic/etc.]
- Frequency of collection required: [e.g., Weekly/Bi-weekly]

The garbage collection has been inconsistent in recent weeks, and this has led to inconveniences. I kindly ask you to address this matter at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]