

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Garbage Collection Services

I hope this letter finds you well. I am writing to inquire about the garbage collection services provided by [Company/Organization Name] for [specific location or community].

We have noticed some challenges in our current waste management process and would like to explore potential solutions that your company could provide. Specifically, we are interested in understanding your service options, frequency of collection, pricing, and any additional services you offer, such as recycling or bulk waste pickup.

Please let us know if you could provide us with brochures, service agreements, or any relevant documentation that outlines your offerings. We are eager to enhance our waste management strategy and believe your expertise can greatly assist us.

Thank you for your time and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Organization, if applicable]