

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

[Waste Management Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Waste Disposal Collection

Dear [Waste Management Company Name/Contact Person],
I hope this letter finds you well. I am writing to formally request a waste disposal collection service for my residence located at [Your Address].

The type of waste that needs to be collected includes [briefly describe the types of waste, e.g., household garbage, recyclables, hazardous materials, etc.].

I kindly ask that the collection be scheduled for [specific date or frequency of collection], as this will greatly assist in maintaining cleanliness and sanitation at my property.

Please let me know if you require any further information or if there are forms that need to be completed for this request.

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)]