

[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 Team"],
I am writing to request a garbage collection service for my residence located at [Your Address]. Due to [brief explanation of reason, e.g., "increased waste production" or "a recent change in my schedule"], I would like to inquire about the possibility of [specific request, e.g., "increasing the frequency of collection" or "setting up a new collection day"].

Please let me know if there are any forms or additional information I need to provide to facilitate this request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,
[Your Name]