

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Waste Management Services

I am writing to request waste management services for [specific location or project]. We are looking to address our waste disposal needs effectively and sustainably.

[Briefly explain the reason for the request, including details of the waste type, estimated volume, and any specific requirements.]

We would appreciate your prompt attention to this matter and any guidance you can provide on the next steps. If possible, please send us a proposal outlining your services and pricing options.

Thank you for considering our request. I look forward to your response.

Sincerely,

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