

[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],

I hope this message finds you well. I am writing to address a concerning issue regarding unpleasant trash odors that have been affecting my living environment. The odors have become increasingly noticeable, and I believe they are originating from [specific location, e.g., nearby dumpsters, waste collection areas, etc.].

I kindly request your assistance in investigating this matter and taking appropriate measures to eliminate the odors. A clean and pleasant environment is essential for the well-being of residents, and I trust that your team will handle this issue promptly.

Thank you for your attention to this matter. I look forward to your response and to seeing improvements soon.

Sincerely,

[Your Name]