

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

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

Dear [Recipient Name],

Subject: Snow Removal Request

I hope this message finds you well. I am writing to formally request snow removal services for my property located at [Property Address].

With the recent heavy snowfall, the accumulation has made access to my home increasingly difficult and poses safety concerns. Given the forecast for additional snow in the coming days, I would greatly appreciate your prompt attention to this matter.

Please let me know your availability and any necessary steps we need to take to facilitate this request. Thank you for your assistance.

Sincerely,
[Your Name]