

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

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

Dear [Recipient Name],

Subject: Request for Yard Debris Disposal

I hope this message finds you well. I am writing to request assistance with the disposal of yard debris from my property located at [Your Address].

The debris includes [brief description of the type and amount of debris, e.g., leaves, branches, grass clippings, etc.], and I would appreciate your guidance on the best disposal options available.

Please let me know the next steps to arrange for this service, including any necessary fees or requirements.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]