

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Title]
[City/County Waste Management Department]
[Department Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request yard waste collection for my property located at [Your Address].

I have accumulated a significant amount of yard waste, including [briefly describe the types of yard waste, e.g., branches, leaves, grass clippings], and I would greatly appreciate your assistance in scheduling a pickup.

If there are specific guidelines or schedules I need to follow for this service, please let me know. I am looking forward to your prompt response so that we can ensure the proper disposal of the yard waste.

Thank you for your attention to this matter.

Sincerely,

[Your Name]