

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

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

Dear [Recipient's Name],

Subject: Request for Yard Waste Service

I hope this letter finds you well. I am writing to inquire about the yard waste service offered by [Company/Organization Name]. As a resident of [Your City/Area], I am interested in utilizing your services to manage yard waste efficiently.

Please provide me with information regarding the following:

1. Pickup schedule and frequency
2. Accepted materials for yard waste disposal
3. Pricing and payment options
4. Any additional services related to yard waste management

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

Sincerely,
[Your Name]