

[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 Removal

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

The waste includes [briefly describe the types of yard waste, e.g., branches, leaves, grass clippings, etc.], and it has accumulated due to [reason for accumulation, e.g., recent storm, landscaping work, seasonal cleanup, etc.].

I would appreciate it if you could schedule a pick-up at your earliest convenience. Please let me know if there are any specific requirements or fees associated with this service.

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

Sincerely,

[Your Name]
[Your Contact Information]