

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Agency/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the yard waste disposal services provided by [Agency/Organization Name]. As a resident of [Your City/Neighborhood], I am interested in understanding the guidelines, schedules, and any associated fees for disposing of yard waste.

Additionally, could you please provide information on the types of materials accepted, and if there are any specific collection days or locations for drop-off?

Thank you for your assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]