

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

Dear [Company Name/Representative],

I hope this message finds you well. I am writing to request yard waste removal services at my residence.

Details of the request are as follows:

- Address of Service: [Your Address]
- Type of Yard Waste: [e.g., branches, leaves, grass clippings]
- Quantity: [e.g., number of bags, cubic yards]
- Preferred Removal Date: [Insert date]

Please let me know if you need any further information or if there are specific requirements for the pick-up. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,
[Your Name]