

****Yard Waste Collection Request Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Waste Management Company/City Department]

[Address]

[City, State, Zip Code]

Dear [Recipient Name/To Whom It May Concern],

I am writing to request the collection of yard waste from my property located at [Your Address]. I have accumulated [briefly describe the type and amount of yard waste, e.g., "a large pile of leaves and branches"] and would appreciate your assistance in arranging for pickup.

Please let me know if there are any specific guidelines or requirements I need to follow for the collection. I am available for collection on [mention preferred collection date(s) or any special circumstances].

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

Sincerely,

[Your Name]