

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Waste Management Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about the yard waste management services provided by [Waste Management Company Name]. As a concerned resident of [Your Neighborhood/Area], I want to ensure proper disposal of yard waste and contribute to our community's sustainability efforts.

Please provide me with information regarding the following:

1. Current yard waste collection schedule
2. Accepted yard waste materials
3. Any special bins or bags required for collection
4. Guidelines for curbside pickup

I appreciate your assistance and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Phone Number]