

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

Dear [Service Provider Name or Customer Service],
I hope this message finds you well. I am writing to request yard debris pickup at my residence located at [Your Address].
The debris includes [briefly describe the type of debris, e.g., branches, leaves, etc.] and is ready for collection at the curb. I would appreciate it if you could schedule a pickup at your earliest convenience.
Thank you for your attention to this matter. Please let me know if you require any further information.
Sincerely,
[Your Name]