

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Company/Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Yard Debris Disposal Request

I hope this message finds you well. I am writing to request information regarding the disposal of yard debris.

[Explain the reason for your request, e.g., recent storm damage, seasonal yard cleanup, etc.]

I would appreciate your guidance on the following:

1. Accepted types of yard debris
2. Disposal locations and their hours of operation
3. Any associated fees or charges
4. Specific regulations or requirements we should be aware of

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]