

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

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

Dear [Recipient Name],

I am writing to inquire about yard waste disposal services available in our area. As a resident of [Your Neighborhood/Community Name], I would like to understand the options we have for disposing of yard waste, including collection schedules, drop-off locations, and any associated fees.

Additionally, I would appreciate any guidelines on what types of materials are accepted and any yard waste recycling programs that might be in place.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]