

# Request for Electronic Waste Recycling Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request electronic waste recycling services for our organization. As part of our commitment to environmental sustainability, we are looking for reliable recycling solutions for our outdated and non-functional electronic equipment.

We have a variety of items that require proper recycling, including:

- Old computers
- Monitors
- Printers
- Televisions
- Other electronic devices

We would appreciate your guidance on the services you offer and any associated costs. Additionally, please inform us about the logistics involved in the pickup process.

Thank you for your attention to this matter. We look forward to collaborating with you to promote responsible electronic waste recycling.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]