

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Waste Management Department

City/County Name

Department Address

City, State, Zip Code

## **Subject: Request for Extra Household Waste Collection Services**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request additional household waste collection services for my residence located at [Your Address]. Due to [briefly explain reason e.g., recent renovations, family gathering, etc.], I have accumulated more waste than usual and require assistance in disposing of it properly.

I understand that the standard collection may not accommodate my current needs, and I would appreciate any options you could provide for extra pickup services or guidance on how to manage this excess waste.

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

Sincerely,

[Your Name]