

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

[Recipient Name]  
[Title]  
[Department/Office]  
[Municipality Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my concerns regarding the current issues with the municipal recycling program in our community. Over the past few months, I have noticed several problems that have hindered residents' ability to participate effectively in this important initiative.

Specifically, I have observed that:

- Recycling bins are often overflowing and not emptied regularly.
- Ambiguous guidelines for what can and cannot be recycled have led to confusion among residents.
- Pickup schedules are inconsistent, making it difficult for residents to plan their recycling efforts.

These issues not only discourage participation but also negatively impact our community's efforts to promote sustainability. I respectfully request that your office investigate these concerns and take steps to improve the recycling program.

Thank you for your attention to this matter. I look forward to your prompt response and am hopeful for positive changes in our recycling program.

Sincerely,

[Your Name]