

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title]

[Municipal Office Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the guidelines and specifics of the municipal recycling program. As a resident of [Your Municipality Name], I am keen to understand how best to participate and ensure that my recycling efforts comply with local regulations.

Specifically, I would appreciate information on:

- Accepted materials for recycling
- Collection schedules
- Proper preparation of recyclables
- Any upcoming changes to the program

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

Sincerely,

[Your Name]