

Request for Information

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Municipality Name]

[Municipality Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request information regarding the municipal recycling program in [Municipality Name]. Our community is eager to participate actively in the recycling efforts and I would like to learn more about how we can get involved.

Specifically, I would appreciate any details regarding:

- The items that are accepted for recycling
- The schedule for collection and drop-off locations
- Any educational resources available for residents
- Opportunities for community involvement or events

Thank you for your attention to this matter. I look forward to your prompt response and to contributing to a more sustainable community.

Warm regards,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Email]

[Your Phone Number]