

Request for Additional Trash Bins

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Organization/Company Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the addition of trash bins in [specific location or area].

Due to [briefly explain reason - e.g., increased foot traffic, community events, etc.], the current number of trash bins has become insufficient to accommodate the needs of residents and visitors.

Implementing additional bins would greatly improve sanitation and enhance the overall environment of the area.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]