

(Date of Letter)

(Rubbish Removal Company)

(Street Address)

(City, State and Zip Code)

RE: Rubbish Removal

Attn: Scheduling Director

Dear Scheduling Director:

For some time now there has been some difficulty relative to rubbish removal at the following location:

(identify specific location where rubbish removal has not occurred). Please provide the undersigned with a scheduled time as to when your entity would remove debris and/or rubbish, including garbage, from this area. In the event some sort of problem has arisen relative to the removal of the materials at said location, please advise immediately since the matter is becoming a serious one and has created an unsightly and potentially hazardous problem. Please contact the undersigned at the earliest possible date in order to resolve this matter. Thank you.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)