

Provisional, Preliminary Letter

Subject: Request for Action on Waste Management

Dear Council Team,

I am writing to report recurring issues with garbage collection in [area]. While this is not an urgent emergency, it has become a persistent problem that affects local residents' quality of life.

I hope this preliminary notice prompts a review of the collection schedule and necessary measures to improve sanitation services. Please advise on the expected steps for resolution.

Best regards,

[Your Name]

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