***SAMPLE: Letter***

*<Today's Date>*

*<Agent/Broker/Contractor/Manager/Person's Name>  
<Brokerage/Firm/Organization/Company/Complex Name>  
<Street Name>, <Street Number and Suite or Unit #>  
<City Name>, <Province/State>  
<Postal Code/Zip>*

*Dear <Contact's/Applicant's Name>,*

***I am writing to introduce your company to Just Junk and to highlight how our removal service may greatly assist your company's removal needs.***  *We**remove junk from just about anywhere and we donate, recycle and dispose of almost anything you may have.*

***Highlights of our service include:***

* ***Upfront rates****: We use a standardized rate card so we can provide consistent value to you and your clients on every job. Our rates always include lifting, loading and disposal from wherever the junk may be on a property.*
* ***On-Time Service:*** *We guarantee same or next day service, provide a courtesy call when 20 minutes away, arrive within a two hour arrival window and always come prepared to start the removal.*
* ***We Recycle & Donate:*** *Our strong affiliations with local charitable organizations, environmental groups, and recycling centers allow us to disperse any and all reusable junk appropriately, ensuring that as much as possible is diverted from the landfill. We are dedicated to maintaining the smallest environmental footprint in our industry.*
* ***We are Licensed and Insured****: We are licensed as a commercial waste hauler by <City/State/Prov nice Name> and we are fully insured. Our reps are properly equipped and fully trained to perform every job in a safe and timely manner.*
* ***Convenient Payments Options:*** *We offer convenient payment options for your clients which includes debit, Visa or Mastercard on-site. We also accept Visa or Mastercard over the phone if unable to be on-site at time of removal. We offer invoicing upon completion and approval of our Credit Application Form.*

*To learn more about our service and how* ***Just Junk*** *can help with your junk removal requirements for your business, please visit us online at* [*www.justjunk.com*](http://www.justjunk.com/)*.*

*Should you have any questions please contact me anytime, your inquiries are always welcome. Thank you for your time and consideration.*

*Sincerely,*

*<Your Name>  
Franchise Partner, <Your Territory Name>  
Just Junk Removal Made Easy  
Direct: <Your Direct / Local Number>  
E-mail: <your justjunk.com email address>* 

***We thank you sincerely for the opportunity to earn your business!***