

Tree Removal Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[City or County Department Name]

[Department Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the removal of a tree located on our commercial property at [Property Address]. The tree in question, identified as [Tree Species], has been causing several issues including [briefly describe issues such as safety hazards, damage to property, etc.].

We believe that the removal of this tree is necessary to ensure the safety and integrity of our property and its surroundings. We have also consulted with a certified arborist who concurs with our assessment.

We kindly ask for your prompt attention to this matter and would appreciate guidance regarding the necessary procedures for the removal. Thank you for considering our request.

Sincerely,

[Your Name]

[Your Position]

[Company Name]