

Tree Removal Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[City/County Department/Office Name]

[Office Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request the removal of a tree located at [specific location, e.g., your property address]. The reason for this request is that the tree is [explain the reason: diseased, hazardous, obstructing landscaping plans, etc.].

In order to enhance the landscaping of my property and ensure the safety and aesthetic appeal of the area, I believe the removal of this tree is necessary. I am willing to comply with any guidelines or procedures required for this process.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]