

# Tree Removal Request

Date: [Insert Date]

To: [Municipal Authority Name]

[Municipal Authority Address]

[City, State, Zip Code]

Dear [Municipal Authority Name],

I am writing to formally request approval for the removal of a tree located at [insert address or specific location]. The tree in question is [describe the type of tree] and has been assessed to be [state condition: diseased, damaged, posing a safety hazard, etc.].

We have consulted with [mention any arborist or tree care professional if applicable], who has provided an evaluation stating that the tree poses a threat to [explain potential risks, e.g., property damage, personal safety, etc.].

I understand the importance of trees in our community and appreciate the efforts made to preserve them. However, in this situation, removing this tree is necessary for [explain reasons: safety, health concerns, etc.].

Attached are the necessary documents including the assessment report and photographs of the tree.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]