

Tree Removal Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the removal of a tree located at [specific location of the tree]. The reason for this request is [briefly explain the reasons: health of the tree, safety concerns, property damage, etc.].

In accordance with [any relevant policies or guidelines], I understand that tree removal may require approval. I assure you that the removal will be conducted by licensed professionals, and I am committed to replacing the tree with [describe the proposed replacement trees or plants, including species and location].

I believe that the proposed replacement planting will [mention benefits, such as enhancing the area, providing shade, improving aesthetics]. I am open to suggestions for appropriate replacements if you have any recommendations.

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

Sincerely,

[Your Name]