

Garden Upkeep Guidelines

Dear [Recipient's Name],

We hope this message finds you well. As part of our commitment to maintaining the beauty and health of our garden, we have put together the following guidelines for garden upkeep:

General Maintenance

- Water plants early in the morning or late in the afternoon to minimize evaporation.
- Remove weeds regularly to prevent them from competing with garden plants.
- Check for pests and diseases, and take action immediately when identified.

Seasonal Tasks

- Spring: Fertilize soil and prune any overgrown plants.
- Summer: Ensure adequate watering and deadhead flowers to promote blooming.
- Autumn: Prepare plants for winter by mulching and trimming back perennials.

Safety Tips

- Always wear gloves when handling plants.
- Use tools safely and store them properly after use.
- Be aware of your surroundings and avoid working alone in isolated areas.

We appreciate your cooperation in keeping our garden vibrant. If you have any questions or need assistance, please feel free to reach out.

Thank you for your attention to these guidelines.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]