

Formal Complaint Regarding Overhanging Branches

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Position (if known)
Company/Organization Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my concern regarding the overhanging branches from the tree located at [Location/Description of the tree].

The branches are encroaching upon my property at [Your Address], creating a number of issues including [list specific issues such as damage to property, obstruction, etc.]. Despite previously addressing this matter informally, there has been no resolution.

I kindly request that appropriate measures be taken to prune or address the overhanging branches promptly to avoid any further complications.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
Your Name