

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Neighbor's Name]
[Neighbor's Address]
[City, State, Zip Code]

Dear [Neighbor's Name],

I hope this message finds you well. I am writing to inquire about any plans you may have regarding the removal of the tree located on your property that is adjacent to my yard. I understand that tree management is an important issue, and I would like to know if you have any scheduled plans in this regard.

If you are considering tree removal, I would appreciate it if you could let me know your schedule and any potential impacts it might have on my property. Your cooperation would be greatly valued.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Warm regards,

[Your Name]