

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[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 kindly request your assistance regarding a tree located on your property that borders my yard. Recently, I have noticed that the branches have started to overhang into my space, which is causing some concern regarding safety and maintenance.

If possible, I would greatly appreciate it if you could arrange for the tree to be trimmed back. This would not only help maintain our shared property line but also enhance the aesthetic appeal of our homes.

Thank you for considering my request. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you would like to discuss this in more detail.

Warm regards,

[Your Name]