

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my concern regarding the tree branches that are overhanging onto my property at [Your Address]. This issue has been causing some difficulties, including [briefly describe any problems caused, e.g., blocking sunlight, debris, potential damages].

While I appreciate the beauty and shade that trees provide, the current state of the branches poses a concern for both safety and maintenance. I kindly request that you consider trimming the overhanging branches at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Contact Information]