

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[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 inquire about the maintenance responsibilities concerning a tree that overhangs my property located at [Your Property Address].

Recently, I have noticed that the branches of the tree are extending into my yard, causing some concerns regarding safety and property maintenance. I would like to understand who is responsible for the upkeep of this tree and if there are any measures that can be taken to address the situation.

Your guidance on this matter would be greatly appreciated, as it is important for both our properties to be maintained appropriately. Please let me know if there's a time we could discuss this further or if you require any additional information from my side.

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

Sincerely,

[Your Name]