

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intention to seek a professional assessment regarding the overhanging trees located near my property at [Your Property Address]. The trees raise concerns regarding safety and potential damage to my property, and I believe a thorough evaluation by a qualified professional is necessary.

Please let me know how we can proceed with arranging this assessment and any necessary steps that I should take. Your prompt attention to this matter would be greatly appreciated.

Thank you for your consideration.

Sincerely,
[Your Name]