

# Tree Branch Trimming Request

Date: [Insert Date]

To: [Property Owner's Name]

[Property Owner's Address]

[City, State, ZIP Code]

Dear [Property Owner's Name],

I hope this letter finds you well. I am writing to formally request the trimming of tree branches that are encroaching onto my property at [Your Property Address]. The branches have grown to a point where they may pose a safety hazard and could potentially damage my property.

As a consideration for maintaining the aesthetics of our neighborhood and ensuring the safety of all residents, I kindly ask for your cooperation in addressing this matter. I believe that trimming the branches will enhance the safety and beauty of our shared living environment.

If you agree, I would be happy to discuss a suitable time for our landscaping team to do the trimming or assist in any way possible to coordinate this effort.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]