

# Notification of Tree Branch Trimming Schedule

Date: [Insert Date]

To: [Local Council Name]

From: [Your Name/Organization]

Dear [Local Council Members],

We would like to inform you of the scheduled tree branch trimming in the following areas:

## Trimming Schedule:

- Location 1: [Insert Date and Time]
- Location 2: [Insert Date and Time]
- Location 3: [Insert Date and Time]

The purpose of this maintenance is to ensure safety and promote healthy growth for our community trees. We appreciate your support and understanding during this process.

If you have any questions or concerns, please feel free to contact us at [Insert Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]