

Date: [Insert Date]

To: [Recipient Name/All Residents]

Address: [Property Address/Community Name]

Subject: Notice of Scheduled Landscape and Tree Trimming Maintenance

Dear [Resident/Owner],

This letter is to inform you that professional landscaping and tree trimming maintenance is scheduled to take place at the property on the following date(s):

Scheduled Date(s): [Insert Start Date] to [Insert End Date]

Work Hours: [Insert Start Time] to [Insert End Time]

The scope of work will include:

- Pruning and trimming of overgrown tree branches
- General lawn care and shrub maintenance
- Removal of green waste and debris
- [Insert Additional Task if applicable]

To ensure the safety of our crew and the protection of your property, we kindly ask that you follow these precautions during the maintenance period:

- Please move any vehicles parked near large trees or designated work zones.
- Ensure that all pets remain indoors during the scheduled hours.
- Keep windows closed to prevent dust and debris from entering your home.
- Clear any personal items, such as outdoor furniture or toys, from the yard area.

We apologize for any temporary noise or inconvenience this may cause. Regular maintenance is essential for the health of our landscape and the safety of the community.

If you have any questions or concerns regarding this schedule, please contact [Contact Name] at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management Name]

[Title/Company Name]