

[Date]

[Property Owner Name]

[Street Address]

[City, State, Zip Code]

Subject: Seasonal Tree and Shrub Trimming Advisory

Dear Resident,

This letter is to inform you that it is time for our scheduled seasonal maintenance of trees and shrubs throughout the community. Regular trimming is essential for maintaining plant health, ensuring pedestrian safety, and keeping our neighborhood looking its best.

Scheduled Work Dates: [Start Date] to [End Date]

Service Provider: [Company Name]

Our maintenance crew will focus on the following:

- Removing dead or diseased branches.
- Thinning overgrown canopies to improve airflow.
- Clearing branches that obstruct sidewalks, streetlights, or signage.
- Shaping shrubs for the upcoming growing season.

To ensure the work is completed efficiently, we kindly ask that you keep driveways and walkways clear of personal items and vehicles during the scheduled work hours of [Start Time] to [End Time].

If you have specific concerns regarding the plants located on your property or in common areas near your home, please contact [Contact Person/Department] at [Phone Number] or [Email Address].

Thank you for your cooperation in keeping our community safe and beautiful.

Sincerely,

[Your Name/Organization Name]

[Title/Department]

[Phone Number]