

Your Full Name
Your full address
example@youremail.com
555 555 5123

Home Owners Association
They full address

To whom it may concern,

I am writing in relation to a large tree that is on my property [insert address] that **has begun to damage the foundations of my home and dropping branches**. I feel this is a danger to myself and my property.

I have attached photos of the tree and the damage it has already caused by falling branches and the lifting of my home's foundations. I really love this tree, and it has served us well over the years, but unfortunately, I think it is becoming a liability to the community.

I do understand we are bound by county laws for tree removal, and I also understand that the Home Owners Association also has it's own policy regarding tree removal. Under the circumstances, I think the tree should be removed and replaced with a new tree that can grow into its location. I am open to suggestions about the species but would prefer something that didn't get so large.

Thank you for your consideration, and I'm looking forward to your response.

Sincerely,

[Your Name]