

LETTER 2 (No Action Required)

Date:
Our Ref:
Enqs. To: [Serving officer]
Tel:
Fax:
Email: [Officer's email]

*Owner/Occupier
Address line 1
Town/City
County
Postcode*

IMPORTANT LETTER - PLEASE READ

Dear Sir or Madam,

RE: [COMMON NAME] TREE WITHIN (neighbouring property address)

Further to my inspection of the tree (common name) within the above property, no imminent danger was found in relation to the tree.

(Optional paragraph) However, there are some concerns about the condition of the tree, which I will be writing to the owner about. My concerns are: (insert).

At this stage the Council proposes to take no further action.

Yours sincerely

[Serving Officer]

[Officer designation]

(Authority)

Cc: Owner (optional)

