FORMAL MUNICIPAL REQUEST: TREE PRUNING & STREET MAINTENANCE

Official Request for Urban Maintenance, Tree Trimming, and Street Sweeping Services

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DATE:	October 30, 2026
TO:	[Department of Urban Services / Public Works / Municipal Parks Department]
LOCATION:	**In front of Houses 1501 and 1503, [Street Name]**
FROM:	Concerned Local Residents

> **SUBJECT: Request for Tree Pruning and Street Cleaning in Front of Houses 1501 and 1503**

To Whom It May Concern,

We are writing to submit a formal request for municipal services regarding two large trees located directly in front of the properties at **1501 and 1503 [Street Name]**.

These two trees have grown excessively large and have never received proper pruning or routine care. The lack of maintenance has created an ongoing nuisance and potential safety hazards for the neighborhood, including:

- **Continuous Leaf Accumulation:** The massive size of the overgrown trees results in a constant, heavy drop of leaves. Because routine street cleaning has never been conducted in this area, thick layers of decomposed leaves have accumulated along the roadway and gutters.
- **Drainage and Hazard Risks:** Uncleaned leaves clog storm drains and gutters during rain events, leading to standing water and slippery pavement conditions that pose hazards to pedestrians and vehicles.
- **Overgrown Canopy:** The unpruned branches extend significantly over the street, sidewalk, and adjacent residential property lines, requiring trimming to prevent damage to overhead utility lines and structural safety risks.

We kindly request that the municipal maintenance team schedule an inspection of these two trees to perform urgent pruning, as well as a thorough street sweeping and cleanup operation along the curb line in front of houses 1501 and 1503.

Thank you for your prompt attention to this matter. We look forward to your timely response and scheduled intervention.

Respectfully,

[Local Residents of Houses 1501 & 1503 /
Street Neighborhood Group]