

22nd May 2018

Dear Mr Grieves,

In reply to your request to put into writing the work we wish to have completed on the tree, situated on the verge, outside our house.

We would like to have any dead wood removed, plus, reduce the size of the tree by 20%.

This would ensure the safety of any pedestrians, and passing vehicles, it will also remove branches from interfering with overhead telephone wires.

We hope we have now provided enough information for this work to now go ahead.

Yours Sincerely,