**[Your Name]**  
[Your Address]

[Date]

**Dear [Neighbour’s Name],**

I hope this note finds you well,

I wanted to give you a quick heads-up that we’ll be doing some maintenance on the tree located along the border of our properties. We’ve arranged for a professional arborist to come by on [insert date], to take care of some routine trimming and ensure the tree stays healthy and safe for both of our homes.

We’ll make sure the work is done carefully and with minimal disruption. If you have any concerns or questions about it, feel free to reach out—I’m happy to chat.

Thanks for your understanding, and please don’t hesitate to let me know if there’s anything else you’d like to discuss.

Warm regards,  
**[Your Name]**  
[Your Phone Number or Email, if you’d like to include it]