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

[Date]

**Dear [Neighbour’s Name],**

I hope you're doing well!

I wanted to get in touch regarding the established tree located along the boundary between our properties. I've recently noticed a few issues that may need attention—for example, [mention any concerns, such as overhanging branches, signs of disease, or potential safety risks].

Given that the tree sits on the shared border, I thought it would be a good idea for us to work together to arrange some maintenance. I’m happy to get a few quotes from qualified arborists and coordinate the work, or we can do that together—whichever you prefer.

Let me know what you think, and if you’d like to have a quick chat about it in person or over the phone, I’d be more than happy to arrange a time that suits you.

Looking forward to hearing from you, and thanks in advance for your cooperation.

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