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

[Date]

**Dear [Neighbour’s Name],**

I hope you’re doing well!

I’m writing to kindly bring to your attention a tree on your property that has some branches overhanging into my yard. While I do appreciate the greenery, some of the overhanging limbs are starting to cause a bit of concern with [state the issue the tree is causing, such as blocking light, dropping debris, or posing a potential risk during strong winds].

If possible, I’d really appreciate it if you could arrange for some maintenance or trimming of the tree. Of course, I understand that these things take time, so please let me know what works best for you. I’m more than happy to coordinate or discuss it further if needed.

Thanks so much for your attention to this, and please don’t hesitate to reach out if you’d like to chat more about it.

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