

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Upcoming Seasonal Landscaping and Tree Maintenance

Dear [Client Name],

As the season changes, it is time to prepare your property for the upcoming months. Regular maintenance ensures that your landscape remains healthy, safe, and visually appealing.

We have scheduled your seasonal service for: **[Date of Service]**

Our team will perform the following services:

- Leaf removal and debris clearing
- Pruning of dormant trees and shrubs
- Tree health inspection and hazard assessment
- Mulching and soil preparation
- Final lawn mowing and fertilization

Please ensure that all gates are unlocked and pets are kept indoors on the scheduled day. If you have any specific areas of concern or would like to request additional services, please contact us at [Phone Number] or [Email Address].

Thank you for choosing [Company Name] for your landscape care.

Sincerely,

[Your Name]

[Your Title]

[Company Name]