[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Date]

[Property Owner Name]
[Property Owner Mailing Address]
[City, State, Zip Code]

RE: Exterior Maintenance Request for [Vacant Property Address]

Dear [Property Owner Name],

I am writing to you as a concerned neighbor regarding the current condition of your property located at [Vacant Property Address].

It has been noted that the exterior of the property requires immediate attention. Specifically, the following issues need to be addressed:

- Overgrown grass and weeds
- Accumulated trash and debris
- Overhanging tree branches or unmaintained shrubbery
- [Additional Issue, e.g., Peeling paint or broken windows]

The current state of the property is impacting the aesthetic of the neighborhood and raises concerns regarding fire safety and pest control. I kindly request that you arrange for the cleanup and maintenance of the exterior by [Date].

Maintaining the property will help preserve neighborhood property values and ensure compliance with local city ordinances. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]