

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Update Regarding Landscaping Standards and Yard Maintenance

Dear [Resident/Homeowner Name],

This letter is to provide an update regarding the landscaping and yard maintenance standards for our community. To ensure the neighborhood remains attractive and property values are preserved, we are asking all residents to review the following maintenance requirements:

- **Lawn Care:** Grass should be mowed regularly and should not exceed [Number] inches in height.
- **Edging and Weeding:** Sidewalks, driveways, and flower beds should be kept free of weeds and neatly edged.
- **Trees and Shrubs:** All bushes and trees should be trimmed to prevent overgrowth onto walkways or neighboring properties.
- **Debris Removal:** Please ensure that grass clippings, fallen branches, and leaf litter are disposed of properly and not left on the street or common areas.

We kindly ask that any necessary yard improvements be completed by [Deadline Date].

We appreciate your cooperation in keeping our community looking its best. If you have any questions regarding these standards, please contact [Name/Department] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Management]

[Association Name/Company Name]