**Sample #05-- Letter to Tree-Host with Updates / What will Follow**

Dear Homeowner:

Thank you for volunteering to accept a tree as part of our first tree planting effort.

We're in the process working on the details now. Here's what to expect next:

1. You'll notice a stake in your yard. We had to mark the potential tree sites for the

City Arborist to inspect. If the stake is not where you want your tree, please feel free

to move it. Just remember your tree needs room to grow!

2. Once the City approves our tree request, your order will be confirmed. We'll

supply you with a care instruction and planting consent sheet too.

3. We'll also be coordinating volunteers for planting day. Our current plan is to have

planting teams with a morning shift and an afternoon shift. We'd like for you to

volunteer for at least one shift, and we'll plant your tree during your shift. We'll be in

touch regarding volunteering as soon as we confirm the trees to be planted. We're

also working on having a lunch around noon, so if you or someone you know wants to

volunteer to help with lunch, please let us know.

Our planting program is shaping up to be great, with almost 40 trees planted the first

time! Please feel free to contact us if you have any questions, and we'll be in touch

soon.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*Name)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

(*Title*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

Dallas, TX 752\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number