**Sample #02 *–* Reforestation Fund Proposal Letter to the City of Dallas**

*(Date)*

Via Email: [Philip.Erwin@dallascityhall.com](mailto:Philip.Erwin@dallascityhall.com)

Mr. Phil Erwin

City of Dallas Arborists

Oak Cliff Municipal Center

320 E. Jefferson Blvd., Rm. 105

Dallas, Texas 75203

Re: Reforestation Proposal

Dear Mr. Erwin:

I am writing you on behalf of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to request that our neighborhood

be allowed to participate in Dallas’ Reforestation Program again this year. Please consider this letter a

proposal and request for (*number at least 10*) trees.

**What Trees are Requested**:

While we would prefer to obtain some combination of the following large canopy trees: Shumard

Oaks, Live Oaks, Pecans, Cedar Elms, Cinquapin Oaks and/or Texas Ashes, if these trees are not

available, then we’re flexible on the type of trees we plant. We may also have a few requests for

redbuds. I will provide you with a specific tree order the first week of August. Likewise, we’re flexible

on the size of the trees we plant but would prefer 3-4” diameter trees.

**Where the Trees will be Planted**:

The trees will be planted in the parkways in the neighborhood. We checked the utility lines a few

years ago when we did a planting, and the planned location for these trees will not be impacted by any

existing utility lines, above or underground. We will have the utility companies come out again, but we

don’t anticipate any issues with utilities.

**How the Trees will be Planted and Maintained**:

The neighborhood has solicited volunteers to have the trees planted in the parkways adjacent to their

homes. Each recipient will be responsible for watering and maintaining the tree(s) in their parkway.

The guidelines for participation in this project have and will be explained to each recipient, who will

also receive written instructions for their trees that they will be asked to sign evidencing their

agreement to abide by those guidelines.

On planting day, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the recipient home owners will be available to

distribute and plant the trees.

The neighborhood has already raised funds to rent equipment as necessary and provide the mulch,

trunk protection and water as needed for the trees, all of which will also be available on planting day.

The trees will be maintained by individual homeowners with oversight by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

committee. Because the MOWmentum program does not provide funding for parkway

improvements such as this, no MOWmentum agreement is included with this proposal. Currently,

parkway maintenance in our neighborhood is performed by the owner of the adjacent property.

(*If there are previous tree-planting projects, provide number of trees planted*)\_\_\_\_\_\_\_\_ planted

(*Number*) of trees through the reforestation program in (*year*), and all but 2 trees survived.

Replacement trees were planted by the homeowners.

Should you have any questions or need further information, please feel free to contact me. I look

forward to working with you on this project. Thank you for your consideration.

Sincerely,

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

*(Name)*

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(Title)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Neighborhood