**Sample #9 - Proposal Letter to the City of Dallas**

City of Dallas Arborists

Oak Cliff Municipal Center

320 E. Jefferson Blvd., Rm. 105

Dallas, Texas 75203

Re: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reforestation Proposal

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am writing you on behalf of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“\_\_\_\_”) to request that

our neighborhood be allowed to participate in Dallas’ Reforestation Program. Please

consider this letter a proposal and request for trees.

\_\_\_\_\_\_\_\_ is part of the (*Lower Greenville for example*) area of Dallas. (*Describe area for*

*example*) Specifically, it is a \_\_\_*Number of\_*\_\_\_ block area that is bordered by \_\_\_*Street*

*Name\_\_\_* on the west, \_\_\_\_*Street Name\_\_\_\_* on the east, \_\_\_\_\_*Street Name*\_\_\_\_\_ on the

north and \_\_\_\_\_\_*Street Name\_\_\_\_* on the south. See the attached map. \_\_\_\_\_\_\_\_ does an

annual beautification project, and the 2007 project selected by the neighborhood is a treeplanting project. Specifically, \_\_\_\_ would like to plant (*Number*) new large canopy trees,

(*Number)* per block, in our neighborhood in the parkways.

**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. 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. I have attached a map

showing the location of the parkways. The utility lines in \_\_\_\_\_ are generally located to the

rear of the homes and in the alleys. The planned location for these trees will not be impacted

by any existing utility lines, above or underground.

**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 fertilization 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.

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

Thank you for your consideration.

Sincerely,

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

*(Name)*

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

(Title)

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

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

Address

Dallas, TX 752\_\_\_

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

Email

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

Phone number