

Date

Ms. Resident Citizen
1111 Tall Weed Lane
Weedee City, XX 55555-5555

Dear Ms. Citizen:

Subject: Home and Lawn Health

Welcome to the fastest growing city in the state. Did you know that in the last year, Weedee City not only became the fastest growing city in the state but also received an award for beautification? As a city, we believe our city is exceptional for several reasons:

- 1) Citizens are taking a very active role in city governance and activities.
- 2) The city has an active beautification project including tree planting along roadways and parks.
- 3) Homeowners are concerned about beautifying neighborhoods.

As the zoning and compliance officer for Weedee City, my job is to help our citizens—new and old—stay safe. Recently, I noticed a large amount of dry weeds on your property. Since the fire season is approaching quickly, these plants could pose a hazard to your home if they were to catch fire. In order to help you and your neighbors remain safe, please remove these weeds from your property within the next 10 days.

Since our citizens have a wide variety of needs and lifestyles, a number of reputable lawn service providers are in the area that would be willing to help you. If you could use assistance finding a lawn care provider, please call the Weedee City Office at (555) 555-5555.

Sincerely,

Frank Lee Compliant
Zoning and Compliance Officer