To

[The recipient]  
[Business Name]

**Re. Lawn Maintenance Letter by HOA**

Dear Mr. [name],

I, the [position] of [name] Houseowner Association (HOA), writing to you to request you maintain your lawn. I believe you should do the following activities and measures to maintain the lawn:

1. You should mow the grass every week, i.e., cutting the grass with a machine
2. To grow the grass, use different matters and materials
3. Use a sprinkler to water your plants and grass
4. Use insecticides and fertilizers to weed out a harmful matter.
5. Keep seeding your lawn with different flowers and plants according to the seasonal calls.

The letter serves as a kind reminder to take care of your garden. You need to grow and maintain a garden for a good environment. Plants and grass that you grow in the garden are meant to clean the air and lessen soil erosion in the area.

As you are informed previously that the ground soil of our area is not good for housing colonies, therefore, it is necessary to grow plants and grass. Grass purifies the air and environment; thus, we advise you to maintain your lawn.

Moreover, according to the rules of HOA membership, we are convinced that it is your responsibility to maintain and do your garden. The undersigned HOA board director desires to comply with the rules and regulations of HOA covenants and conditions.

Please share your thoughts with us through the letter of acceptance. Thank you!

Best,

[name]  
[designation]  
[name of HOA board]  
Contact: [phone]  
[email]  
[signature]