To

[The Recipient Name]  
[Designation]

**Re. Requesting Landscaping in the Foreyard of [mention the exact location, number of the house]**

Dear Manager, HoA

I am [name], from the [mention the address, house number, area, and city] which comes under the [name] Houseowner Association (HoA). [name] Homeowners Association has always been a great service for the area. I regard all the members for being so active and working voluntarily to make the residency a perfect place. Recent voting in the polls on the Facebook official page of [name] House owners Association shows the strong coordination and administration of the association. [X] percent of residents showed strong satisfaction with the services and voluntary works done by the association members.

With complete regards, I want to request you for a slight landscaping of my garden. Recently, I worked in the garden for three hours. I cleaned the garden and put fertilizer for the growth of grass and plantation. I realized the need for a slight landscaping that will not take more than [x] days. According to my calculation, [x] workers can do it in [x] hours, and [x] workers can make it in [x] days.

Moreover, the cost of the landscaping shall not exceed $[x]. I understand that the recent decline in the fund-raising for the HoA work has caused many inconveniences. Moreover, HoA raised and completed some projects related to fencing and bordering on the road. Thus, I can delay the landscaping including texture and design.

Do not hesitate to inform me about your status. The landscaping can be delayed if any inconvenience. I shall be grateful if you consider my application and respond to me at your earliest convenience.

You can call me at [phone] or write to me at [email]. Thank you for considering my request.

Best Regards

[name]  
[address]