

[Date]

Dear Neighbor,

My name is [full name], and I live at [street address]. I'm sorry I haven't been able to contact you personally so I'm leaving this notice to advise you of an excellent opportunity to improve our street and surrounding community through a program offered by the **Newton Tree Conservancy**. There is no cost except for some of our time.

The Newton Tree Conservancy ([www.newtontreeconservancy.org](http://www.newtontreeconservancy.org/)) is a private, non-profit organization devoted to promoting the health, beauty, and longevity of Newton's urban forest, in particular its public trees. Twice each year, the Newton Tree Conservancy opens a city-wide application process allowing residents to request one or more tree trees for planting on the berm (the space between the sidewalk and curb) in front of their homes. The requirements are:

* that we have at least five properties with spots for planting eight or more trees that are within a one-to-three block area of each other
* that each homeowner or a representative participates in the Tree Planting Day where we learn how to plant and then help each other get the trees in the ground
* that each homeowner agrees to care for and water their trees weekly for the first two growing seasons as the trees establish a healthy root system.

Because I believe that additional trees, and the many benefits they provide, would be a positive addition to our street I've agreed to be the group leader and contact person for our street with the Newton Tree Conservancy. If you are interested in taking advantage of this opportunity, please contact me as soon as possible (see my contact information below) and submit an application for one or more trees at your property using the following link:

<https://www.newtontreeconservancy.org/plantings>?group\_name=[group name]

To group together the applications submitted for our street, all of our applications must specify the identical group name. As shown in the link above, the name of our group is [group name].

Applications are due back to the Newton Tree Conservancy by [date] for planting in the [choose Fall or Spring] of [year]. This lead time is necessary to allow for the review of planting spots and for ordering bare-root trees.

I look forward to hearing from you.

[Full Name]

[Home Phone or Cell Number]

[Your email address]