[Your Address]

[Neighbour's name]  
[Address / 'Delivered by hand']  
[Date]

Dear[Neighbour's name]/[If unknown, just address as 'Dear Neighbour'],

Re: Overgrown vegetation,

I live at [address], next door. I am writing in relation to concerns I have about overgrown vegetation on your property.

The vegetation that I am concerned about is [overgrown grass and weeds etc] located [describe location e.g. to the east side of your garage]. I have marked the area on the enclosed rough sketch map so that you can clearly identify which vegetation is in particular causing me concern.

I am particularly concerned about this vegetation because: [select appropriate]

* The vegetation looks untidy
* The vegetation is causing me health issues
* The vegetation is harbouring vermin
* The vegetation is overgrown and encroaching on my property

You may have previously been unaware of the condition of the vegetation and the potential problems caused by this. However now that this has been brought to your attention, I would request that you take action.

Brisbane City Council provides information about the local laws relating to hazardous, overgrown and unsightly vegetation on its website which you can find by searching for ‘vegetation and the local law’.

I am keen to resolve this amicably; we are after all neighbours! I would therefore be grateful if you could look into this matter and arrange the management of this vegetation as a matter of urgency.

Thank you in advance for your cooperation.

Kind regards,

[Your signature]  
[Your name]