[DATE]
[CHOOSE: PERSONAL MAIL, U.S. MAIL, or OTHER DELIVERY SERVICE (see Section 10.19.151)]
[NAME] [ADDRESS]
RE: Tree Obstruction of View at [INSERT AUTHOR'S ADDRESS]
This letter constitutes a request for mediation regarding a tree view obstruction conflict. My property is located at, El Cerrito, CA, Your property is located at, El Cerrito, CA, The tree located upon your property creates a view obstruction by: (INSERT CRITERIA INCLUDED IN ECMC 10.19.160).
Chapter 10.90 of the El Cerrito Municipal Code ("ECMC") prohibits any person from allowing a tree to unreasonably obstruct the view from the primary living area of any other parcel of property within the City. (ECMC 10.19.140.) "Unreasonable obstruction" means "the substantial blocking or diminishing of views from the primary living area that existed at the time of purchase or acquisition of the view claimant's property, due to the growth or maintenance of trees on private property." (ECMC 10.19.130.)
Chapter 10.90 also provides procedures for resolving view obstruction disputes and establishing view claims. If a property owner believes s/he has view claim, s/he must notify the tree owner verbally of such concerns. Both parties shall attempt to resolve their concerns to the satisfaction of both parties in a spirit of compromise. (ECMC 10.19.150(A).) On [DATES] I contacted you and we discussed [FACTS OF THE TREE VIEW OBSTRUCTION SITUATION]. Because we were unable to achieve resolution, I request presentation of this dispute to a mediator. (ECMC 10.19.150(B).) Acceptance of the mediation is voluntary and must be made in writing within 30 days of service of this letter; failure to respond before that time will be deemed a denial of mediation. If you deny mediation, this view claim may lead to binding arbitration or litigation. (ECMC 10.19.150(C)-(D).)
I look forward to your response. Please note I remain open to resolving this matter directly and without third parties, but the timelines and procedures of Chapter 10.90 remain intact until we reach such a resolution.
Sincerely,
[NAME] [ADDRESS]

cc: Public Works Director, City of El Cerrito