Describe the concern that led you to consider pruning before suggesting cuts. Clearance over a path, the appearance of a canopy and a damaged branch are different questions. Mark the relevant tree on a wider photograph and explain how the space is used.

Start with a clear question

Begin by stating what you want to understand, then add the observations that led to the enquiry. Keep preferences, reported changes and an assessor's later explanation distinguishable. This leaves room for a recommendation that differs from the first idea you had for the tree.

https://xivents.com/pruning-secrets-what-happens-when-you-trim-a-tree/

This tree-care planning guide from Progressive Tree Service focuses on pruning scope and the information needed to discuss it clearly.

The brief for a homeowner

Write the brief so it will still make sense after the initial conversation. Include the tree location, the reason for the enquiry and the surrounding area you want considered. Someone reviewing the proposal later should be able to connect each item with the same tree.

Questions to keep with the record

Which parts of the tree are included in the proposed pruning, and what is the purpose of that work? What information should accompany the first enquiry? Ask for an explanation that connects the answer with the particular tree and proposed work, then record anything still unresolved.

A practical next step

Send a short summary with the labelled record. If part of the situation is uncertain, identify the uncertainty and ask how it should be resolved.

Keep the reason for the work beside the agreed description so a request to tidy the tree does not stand in for a specific scope.

Keep the agreed work separate from ideas you are still considering for the rest of the garden.

Keep this brief with the labelled tree record and the current proposal. Before the next discussion, add any unanswered question beside the detail it concerns.