

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Neighbor's Name]
[Neighbor's Address]
[City, State, Zip Code]

RE: Notice of Property Boundary Encroachment at [Your Property Address]

Dear [Neighbor's Name],

I am writing to you regarding a matter concerning the property line between our respective properties located at [Your Address] and [Neighbor's Address].

It has recently come to my attention that a portion of your [structure/fence/retaining wall/landscaping] is encroaching upon my property. Specifically, the [item name] extends approximately [number] feet/inches beyond the boundary line into my lot.

I have attached a copy of my property survey/plat map dated [Date of Survey] which clearly illustrates the legal boundaries. According to this document, the area currently occupied by your [structure/item] is legally part of my property.

I am sure this was unintentional, but I must request that you take steps to remedy this encroachment. My primary concern is [maintaining clear title to my land / preventing a prescriptive easement / proceeding with my own planned improvements].

I would like to resolve this matter amicably. Please contact me by [Date - usually 14 days] to discuss a plan for removing the encroachment or to provide a survey of your own if you believe the boundary lines are marked incorrectly.

I look forward to hearing from you soon so we can settle this neighborly matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Copy of Property Survey