

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

[Date]

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

RE: FORMAL NOTICE OF BOUNDARY ENCROACHMENT

Dear [Neighbor's Last Name],

I am writing to you regarding the property line between my property located at [Your Address] and your property located at [Neighbor's Address].

Based on a recent review of my property survey and physical inspection, it has come to my attention that the following structure(s)/item(s) are encroaching upon my property:

[Describe encroachment here, e.g., a fence, shed, driveway, or landscaping]

According to the official land records and survey dated [Date of Survey], the boundary line is located [Describe location]. The aforementioned encroachment extends approximately [Distance] onto my property.

I am formally requesting that you remove the encroachment and restore the affected area of my property to its original condition by [Insert Date, e.g., 30 days from now].

I would prefer to resolve this matter amicably between neighbors. Please contact me by [Date] so we can discuss a timeline for the removal. I have enclosed a copy of the survey for your reference.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Property Survey