

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

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: CEASE AND DESIST - NOTICE OF BOUNDARY ENCROACHMENT

Dear [Recipient Name],

I am writing to you regarding the property located at [Your Property Address], which is adjacent to your property at [Recipient Property Address].

It has come to my attention that an encroachment has occurred on my property. Specifically, [Description of Encroachment, e.g., a fence, shed, driveway, or landscaping] has been placed or constructed across the legal boundary line separating our properties.

According to the property survey and legal description on file with [Local County/City Records Office], the aforementioned structure/activity extends approximately [Distance] onto my land. This encroachment was made without my permission and constitutes a trespass upon my property rights.

I hereby demand that you:

- Immediately cease any further construction or activity on the encroached area.
- Remove the encroaching structure or materials from my property by [Deadline Date].
- Restore the land to its original condition at your own expense.

I hope to resolve this matter amicably and avoid formal legal proceedings. However, if the encroachment is not removed by the date specified above, I will be forced to pursue all available legal remedies, which may include seeking injunctive relief, damages, and recovery of legal fees.

Please contact me by [Phone/Email] within [Number] days to confirm your intent to comply with this demand.

Sincerely,

[Your Signature]

[Your Printed Name]