

SENT VIA CERTIFIED MAIL

Date: [Date]
From: [Your Full Name]
Address: [Your Property Address]

To: [Neighbor's Full Name]
Address: [Neighbor's Property Address]

RE: NOTICE TO REMOVE PROPERTY ENCROACHMENT

Dear [Neighbor's Last Name],

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

Based on a recent survey conducted by [Name of Surveying Company] on [Date of Survey], it has been determined that a [Description of Encroachment, e.g., fence, shed, retaining wall, driveway] originating from your property is encroaching upon my land by [Distance, e.g., 2 feet] along the [Direction, e.g., Northern] boundary.

This encroachment interferes with my property rights and legally constitutes a trespass. While I value our relationship as neighbors, I must protect the legal integrity and value of my property.

Demand for Action:

I hereby request that you remove the encroaching structure and restore my property to its original condition at your own expense. Please provide a written plan and timeline for the removal of this encroachment within [Number, e.g., 14] days of the date of this letter.

Failure to address this matter in a timely manner will leave me with no choice but to pursue formal legal remedies, which may include an injunction for removal, a claim for damages, and a request for legal fees and court costs.

I hope we can resolve this matter amicably and look forward to hearing from you soon.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]

CC: [Optional: Your Attorney's Name]

Enclosure: Copy of Property Survey dated [Date]