

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Date]

[Recipient Name/Property Manager Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF PROPERTY BOUNDARY ENCROACHMENT

Property Address: [Your Property Address]

Adjacent Property Address: [Neighboring Property Address]

Dear [Recipient Name],

I am writing to you in my capacity as the [Owner/Authorized Representative] of the commercial property located at [Your Property Address].

It has come to our attention via a recent professional land survey, conducted by [Surveying Company Name] on [Date of Survey], that a structural encroachment exists originating from your property onto our parcel. Specifically, the following item(s) are currently crossing the legal boundary line: [Description of encroachment, e.g., a fence, retaining wall, paved parking area, or building overhang].

According to the survey, this encroachment extends approximately [Number] feet/inches onto our property. This unauthorized use of our land interferes with our operations and potentially affects our property value and liability coverage.

Demand for Action:

We hereby request that you take the following actions to remedy this matter:

- Acknowledge receipt of this notice in writing within [Number, e.g., 10] business days.
- Provide a written plan and timeline for the removal of the encroaching structure(s).
- Restore the affected area of our property to its original condition at your sole expense by [Target Completion Date].

It is our preference to resolve this matter amicably and professionally between neighbors. However, if we do not receive a satisfactory response by [Date], we will be forced to pursue further legal remedies to protect our property rights, which may include seeking injunctive relief and recovery of legal fees.

Please find the relevant portion of the survey map attached for your reference.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

Enclosure: [Copy of Land Survey/Photographs]