

Date: [Insert Date]

From:

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]

To:

[Neighbor's Name]

[Neighbor's Address]

Re: Notice of Property Boundary Encroachment

Dear [Neighbor's Name],

I am writing to you regarding a property boundary matter between our adjoining properties located at [Your Address] and [Neighbor's Address].

Based on a recent [survey/review of property records], it has come to my attention that the following structure or item is currently encroaching upon my property:

[Description of encroachment, e.g., a fence, shed, retaining wall, or landscaping elements].

According to the official plot maps and survey markers, this [structure/item] extends approximately [number] feet onto my property line. I have attached a copy of the [survey/map] for your reference, which clearly indicates the legal boundary line.

While I value our relationship as neighbors, I must protect the legal integrity and value of my property. I am requesting that you take the following action by [Insert Date]:

- Remove the encroaching [structure/item] from my property; or
- Relocate the [structure/item] so that it sits entirely within your property boundaries.

I am open to discussing a reasonable timeline or a mutually agreeable solution to resolve this matter amicably. Please contact me by [Insert Date] so we can discuss how you intend to proceed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: [Name of document, e.g., Property Survey dated MM/DD/YYYY]