

SENT VIA CERTIFIED MAIL

Date: [Insert Date]

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

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

RE: Notice of Property Encroachment and Demand for Removal

Dear [Neighbor's Last Name],

I am writing to you regarding the fence recently installed/located between our respective properties at [Your Address] and [Neighbor's Address].

A recent land survey conducted on [Date of Survey] by [Name of Surveying Company] confirms that a portion of the fence encroaches upon my property. Specifically, the fence extends [Number] feet/inches beyond the legal boundary line at [Specific Location, e.g., the northwest corner]. I have attached a copy of the survey plat for your reference.

While I value our relationship as neighbors, I must protect the integrity of my property lines and clear title to my land. This letter serves as a formal demand that you remove the encroaching portion of the fence and relocate it to your side of the property line at your own expense.

Please provide a written plan for the removal and relocation of the fence by [Insert Date, e.g., 14 days from today]. I request that all necessary work be completed no later than [Insert Final Completion Date].

It is my hope that we can resolve this matter amicably and without the need for formal legal action. However, if I do not receive a response by the date mentioned above, I will be forced to pursue all available legal remedies, which may include a court order for removal, damages, and recovery of legal fees.

I look forward to hearing from you soon so we can settle this matter promptly.

Sincerely,

[Your Signature]
[Your Printed Name]

Enclosure: Property Survey Plat