

Date: [Insert Date]

From:

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]

To:

[Neighbor's Name]

[Neighbor's Address]

RE: NOTICE TO REMOVE PROPERTY ENCROACHMENT

Dear [Neighbor's Name],

I am writing to formally notify you of an encroachment issue regarding the property line between my property located at [Your Address] and your property at [Neighbor's Address].

Based on a recent survey conducted on [Date of Survey] by [Name of Surveying Company], it has been determined that the following structure(s) belonging to you are encroaching upon my property:

- [Description of structure, e.g., a wooden fence, shed, concrete slab, etc.]
- [Description of the extent of encroachment, e.g., extends 2 feet onto my lot along the North border]

As the legal owner of the property, I have a responsibility to maintain the integrity of my boundaries. This encroachment interferes with my use of the land and may create future issues regarding property titles and liability.

I am requesting that you remove the encroaching structure(s) and restore the area to its original condition by [Insert Deadline Date, e.g., 30 days from today].

I would prefer to resolve this matter amicably between neighbors. Please contact me by [Insert Phone Number or Email] by [Insert Date] to confirm that you have received this letter and to discuss your plan for the removal of the structure.

If the encroachment is not removed by the date specified above, I will be forced to explore all available legal remedies to protect my property rights, which may include seeking a court order for removal and recovery of legal costs.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]