

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Date]

From:

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

To:

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

Re: Notice of Property Encroachment and Formal Demand for Removal

Dear [Neighbor's Last Name],

I am writing to you regarding a matter of property boundaries between my property located at [Your Address] and your property located at [Neighbor's Address].

Based on a recent [survey/inspection] conducted on [Date] by [Name of Surveyor/Company], it has been determined that an encroachment exists on my property. Specifically, the following structure(s) or item(s) are currently situated on my land: [Description of encroachment, e.g., a fence, shed, retaining wall, or landscaping].

Attached to this letter is a copy of the [survey/plat map/photographs] highlighting the specific area where the encroachment is occurring.

This encroachment interferes with my property rights and creates potential liability and title issues. I am requesting that you take the following actions to resolve this matter amicably:

- Immediately cease any further construction or activity in the encroaching area.
- Remove the encroaching structure(s) or item(s) from my property.
- Restore the affected area of my land to its original condition.

I request that these actions be completed by [Date, e.g., 30 days from now]. Please contact me by [Date] to confirm your plan for removal.

It is my hope that we can resolve this matter as neighbors without the need for formal legal proceedings. However, if the encroachment is not removed by the date specified above, I will have no choice but to pursue all available legal remedies, which may include seeking an injunction, damages, and recovery of legal costs and attorney fees.

Thank you for your prompt attention to this serious matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List attachments, e.g., Survey Report, Photos]