

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

[Date]

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

Re: Notice of Property Boundary Encroachment

Dear [Neighbor's Last Name],

I am writing to you regarding a matter concerning the property line between our residences at [Your Address] and [Neighbor's Address].

It has come to my attention that there is an encroachment onto my property. Specifically, [describe the encroachment, e.g., your new fence, a shed, landscaping, or debris] extends approximately [number] feet/inches onto my land as defined by the official property survey and deed records.

I believe this may have been an unintentional error; however, it is important that we resolve this to maintain clear property titles for both of our homes and to prevent future legal or financial complications. As the legal owner of the property, I must ask that you [choose one: remove/relocate] the encroaching structure or items back within your own property boundaries.

I would like to resolve this matter amicably and neighborly. I have attached a copy of my property survey for your reference. I request that you complete the necessary adjustments by [Date, e.g., 30 days from now].

Please let me know how you intend to proceed so we can reach an agreement. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]