

DATE: [Date]

FROM:

[Your Name]

[Your Address]

[Your Phone Number]

TO:

[Recipient Name]

[Recipient Address]

RE: NOTICE REGARDING UNAUTHORIZED USAGE OF SHARED DRIVEWAY / TRESPASSING

Dear [Recipient Name],

I am writing this formal letter regarding your recent usage of the shared driveway located at [Address of Property].

As per the legal description and easement agreement associated with our properties, the shared driveway is intended solely for the purpose of ingress and egress (entering and exiting) to our respective garages or parking areas. It is not to be used for any other purpose that obstructs access or infringes upon my property rights.

Specifically, the following unauthorized actions have been noted: [List specific issues, e.g., parking vehicles for extended periods, blocking access, or guests/delivery drivers using private sections].

Please consider this a formal request to cease and desist all unauthorized usage of my portion of the driveway immediately. These actions interfere with my right to enjoy and use my property and, in some instances, constitute trespassing.

I value our relationship as neighbors and hope we can resolve this matter amicably. However, if these unauthorized activities continue, I will be forced to take further action, which may include contacting local law enforcement to report trespassing or seeking legal counsel to enforce the terms of the easement.

Thank you for your immediate cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]