

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

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: Notice to Cease and Desist Encroachment on Easement**

Dear [Recipient Name],

I am writing to you regarding the property located at [Your Property Address]. It has come to my attention that an encroachment has occurred on the legal easement recorded at [Reference Book/Page Number or Instrument Number] in [County Name].

The encroachment consists of [Describe the encroachment, e.g., a fence, shed, garden, or parked vehicles] which is currently located within the boundaries of the easement. This structure/activity interferes with my rights to [Describe purpose of easement, e.g., access, utility maintenance, or drainage].

This letter serves as formal notice to cease and desist all activities within the easement area and to remove the encroaching object(s) no later than [Date].

I hope we can resolve this matter amicably and without the need for legal intervention. Please confirm in writing by [Date] that you intend to comply with this request and provide a timeline for the removal of the encroachment.

Sincerely,

[Your Signature]

[Your Printed Name]