

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

[Date]

[Neighbor/Entity Name]
[Neighbor Address]
[City, State, Zip Code]

RE: NOTICE OF EASEMENT ENCROACHMENT

Dear [Recipient Name],

I am writing to you regarding the commercial property located at [Your Property Address]. It has come to our attention following a recent [survey/inspection] that an encroachment exists upon our recorded easement located at [describe location or provide easement reference number].

Specifically, the following structure or activity is encroaching upon the easement:
[Description of encroachment, e.g., a fence, shed, paved area, or stored materials].

As per the property deed and local land records, this easement was established for the purpose of [describe purpose, e.g., utility access, drainage, or right-of-way]. The current encroachment interferes with our ability to utilize and maintain this area and may pose a liability or safety risk.

We kindly request that you take the following action(s) by [Date]:

- Remove the encroaching structure or materials.
- Restore the easement area to its original condition.
- Cease any activities that obstruct access to the easement.

We value our relationship as neighbors and would prefer to resolve this matter amicably. Please contact us by [Date] to confirm your plan for remediation or to discuss this matter further.

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]