

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

[Date]

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

RE: Notice of Property Boundary and Easement Encroachment

Dear [Neighbor's Name],

I am writing to you regarding the shared boundary line between our properties located at [Your Address] and [Neighbor's Address].

It has come to my attention that a [Description of Encroachment, e.g., fence, shed, retaining wall, or landscaping] has been placed on my property. Specifically, this structure is located within a recorded easement area designated for [Type of Easement, e.g., utility, drainage, or access] as per the property survey and county records.

According to the property deed and recent survey dated [Date of Survey], this area is legally designated for specific use and must remain clear of permanent obstructions. The current placement of your [Structure/Item] constitutes an encroachment that may interfere with [Reason, e.g., proper drainage, utility maintenance, or property rights].

I request that you take the following actions by [Deadline Date]:

- Review your property survey to confirm the boundary lines.
- Remove or relocate the encroaching [Structure/Item] so that it no longer crosses the property line or obstructs the easement.

I value our relationship as neighbors and would prefer to resolve this matter amicably and informally. I have attached a copy of the [Survey/Map] highlighting the area in question for your reference.

Please contact me by [Date] so we can discuss a timeline for resolving this issue. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]