

[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 Easement Encroachment and Obstruction

Dear [Neighbor's Name],

I am writing to formally bring to your attention a matter regarding the shared driveway located between our properties. As you are aware, this area is subject to a legal easement that grants both parties unobstructed access for ingress and egress.

Recently, it has been observed that the following items/actions are obstructing the shared driveway:

[List specific items, e.g., parked vehicles, basketball hoops, construction materials, trash bins].

These items are currently encroaching upon the easement area, which prevents me from having full and safe use of the driveway. Such obstructions are a violation of the easement agreement recorded in the property deed.

I kindly request that you remove the aforementioned obstructions and ensure that the shared driveway remains clear of any personal property moving forward. Please rectify this situation by [Insert Date].

It is my hope that we can resolve this matter amicably and maintain a clear path for both households as intended by the easement. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]