

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

[Date]

[Property Owner Name]  
[Property Address]  
[City, State, Zip Code]

**RE: NOTICE OF EASEMENT ENCROACHMENT AND DEMAND FOR REMOVAL**

Dear [Property Owner Name],

This letter serves as formal notice regarding an unlawful encroachment upon a recorded utility easement held by [Utility Company/Entity Name] on your property located at [Address/Legal Description].

Upon recent inspection, it has been determined that the following structure(s) or object(s) have been placed within the easement boundaries: [Description of Encroachment, e.g., fence, shed, concrete slab, trees].

As per the recorded easement agreement dated [Date] and filed in [County/Office Name] at [Book/Page or Instrument Number], [Utility Company Name] maintains the exclusive right to access this area for the purpose of maintaining, repairing, and operating utility infrastructure. Your current [Structure/Object] obstructs this access and poses a risk to [Safety/Service Reliability/Maintenance Operations].

**DEMAND FOR ACTION:**

You are hereby requested to remove the aforementioned encroachment at your own expense no later than [Date]. Failure to clear the easement by this date may result in the following actions:

- Forced removal of the obstruction by [Utility Company Name], for which you may be billed.
- The filing of a legal injunction to compel removal.
- A lawsuit for damages and recovery of legal fees.

Please contact our office at [Phone Number] within [Number] business days to confirm your plan for removal or to provide documentation if you believe this notice is in error.

We hope to resolve this matter amicably and without the need for formal litigation.

Sincerely,

[Signature]  
[Printed Name]  
[Title/Department]