

[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 Demand for Removal

Dear [Neighbor's Name],

I am writing to you regarding a landscaping encroachment on my property located at [Your Address]. Specifically, it has come to my attention that certain landscaping elements, including [Description of Encroachment, e.g., shrubs, decorative rocks, fencing, or trees], installed by you or a previous owner, are currently encroaching upon a recorded [Type of Easement, e.g., Utility / Drainage / Access] easement on my property.

As per the property deed and land survey, this easement must remain clear of permanent or obstructive landscaping to allow for [Reason for Easement, e.g., proper water drainage / utility maintenance / access]. The current placement of your landscaping interferes with these rights and creates a potential liability.

I formally request that you remove the encroaching items and restore the area to its original grade and condition by [Deadline Date, e.g., 30 days from today].

Please confirm in writing by [Response Date] that you intend to rectify this situation. I hope we can resolve this matter amicably between neighbors without the need for further legal action or intervention from local authorities.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]