

**Date:** [Date]

**From:**

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

**To:**

[Recipient Name/Property Owner Name]

[Recipient Address]

[City, State, Zip Code]

**RE: NOTICE OF UNAUTHORIZED EASEMENT ENCROACHMENT**

Dear [Recipient Name],

It has come to our attention that construction activities currently being conducted on your property located at [Address of Encroaching Property] are encroaching upon a legally recorded easement held by [Your Name/Company Name].

Specifically, the following unauthorized structures or activities have been identified within the easement area:

- [Description of encroachment, e.g., fence, shed, concrete slab, grading]

The easement in question is recorded in [County Name] County records as [Document Number/Book and Page] and serves the purpose of [Purpose of Easement, e.g., utility access, drainage, ingress/egress]. This easement prohibits the placement of permanent structures or any interference that obstructs our legal right to use and maintain this area.

**Demand for Action:**

You are hereby requested to immediately cease all construction within the easement area and remove the unauthorized encroachment by [Deadline Date]. Failure to restore the easement to its original condition may result in legal action to enforce our rights, including seeking an injunction or removing the obstruction at your expense.

Please contact us at [Phone Number] or [Email Address] by [Date] to confirm your plan for remediation and to avoid further escalation of this matter.

Sincerely,

[Signature]

[Your Printed Name]

[Title, if applicable]

cc: [Legal Counsel/Local Building Department, if applicable]