

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Neighbor's Name]
[Neighbor's Address]

RE: Discussion Regarding Shared Driveway Easement at [Address/Property Description]

Dear [Neighbor's Name],

I am writing to you today regarding our shared driveway and the existing easement agreement between our properties. My goal is to discuss some concerns and find a mutually beneficial solution to ensure the driveway remains functional and accessible for both of us.

Specifically, I would like to address the following points:

- [Point 1: e.g., Maintenance and repair costs]
- [Point 2: e.g., Obstructions or parking issues]
- [Point 3: e.g., Clarification of easement boundaries]

I believe that having a clear, written understanding will help prevent future misunderstandings and maintain the value of both our properties. I have reviewed the current [Deed/Easement Agreement] and have some suggestions on how we might update our shared responsibilities regarding [Snow removal/Repaving/Usage rules].

I would appreciate the opportunity to meet briefly to discuss these matters in person. Are you available on [Date] at [Time], or is there another time that works better for you?

I value our relationship as neighbors and look forward to resolving this matter amicably.

Sincerely,

[Your Signature]

[Your Printed Name]