

[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: Proposal for Mutual Easement Agreement - [Property Addresses/Description]

Dear [Neighbor's Name],

I am writing to you as your neighbor at [Your Address] to propose a formal Mutual Easement Agreement between our two properties. As we have discussed previously, we currently share [describe the shared area, e.g., a common driveway, a shared walkway, or a boundary fence line].

To ensure the long-term clarity of property rights and to prevent any future misunderstandings for ourselves or future owners, I believe it would be beneficial to formally record an easement. This agreement would outline our mutual rights and responsibilities regarding the access, maintenance, and repair of the [shared area].

Proposed Terms:

- **Grant of Access:** Each party grants the other the right to use the designated area for [purpose, e.g., ingress and egress].
- **Maintenance:** Shared responsibility for the costs and labor associated with upkeep and repairs.
- **Duration:** The easement shall run with the land and be binding upon all future owners.
- **Liability:** Provisions regarding insurance and liability for any incidents occurring within the easement area.

I have attached a rough sketch/map highlighting the area in question. If you are open to this proposal, I suggest we have a professional survey conducted and have a legal professional draft a formal document that satisfies both parties.

Please let me know your thoughts on this by [Date]. I am happy to meet in person to discuss any concerns or adjustments you may have.

Sincerely,

[Your Signature]

[Your Printed Name]