

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Neighbor's Name]
[Neighbor's Address]
[City, State, Zip Code]

Re: Boundary Line Discussion - [Description of Property/Issue]

Dear [Neighbor's Name],

I am writing to you today in the interest of maintaining our positive relationship as neighbors and to address a matter regarding the boundary line between our properties at [Your Address] and [Neighbor's Address].

It has recently come to my attention that there may be a discrepancy regarding the exact location of the property line, specifically concerning the [mention specific item, e.g., fence, hedge, driveway, or shed] located at [specific area of property].

Based on [mention your basis, e.g., my property survey, deed records, or recent landscaping plans], it appears that the current [fence/structure/use] may be encroaching upon my property by approximately [distance, if known].

I am reaching out in good faith to resolve this matter amicably and informally. I would like to suggest that we meet to review our respective property documents or perhaps walk the property line together. My goal is to ensure we both have a clear and accurate understanding of our property limits to avoid any future confusion or conflict.

Please let me know if you would be available to discuss this at your earliest convenience. I am open to your suggestions on how we might resolve this together.

Thank you for your time and for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]