

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

[Date]

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

**RE: Notice of Property Encroachment and Request for Resolution**

Dear [Neighbor's Name],

I am writing to you as your neighbor at [Your Property Address]. I value our relationship as neighbors and am reaching out in good faith to bring a property boundary matter to your attention.

I recently conducted a [survey/inspection] of my property lines and discovered that [describe the encroachment, e.g., a fence, shed, or landscaping] located on your property appears to extend onto my property by approximately [measurement] at [location].

I have attached a copy of the [survey map/photographs] for your reference. It is important to address this matter to ensure that property titles remain clear for both of us and to prevent any future legal or insurance complications.

I would like to resolve this amicably. I am open to discussing several options, including:

- Relocating the encroaching structure to within your property boundaries.
- Entering into a formal encroachment agreement or easement.
- [Insert any other proposed solution].

Please let me know a convenient time within the next [number, e.g., 14] days to discuss this matter in person or by phone. My goal is to reach a solution that is fair and acceptable to both parties.

Thank you for your time and cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]