

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

[Date]

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

**Subject: Request for Joint On-Site Boundary Inspection Meeting**

Dear [Neighbor's Name],

I am writing to you regarding the shared boundary line between our properties at [Your Address] and [Neighbor's Address].

I believe it would be beneficial for both of us to meet briefly on-site to review the physical boundary. My primary goal for this meeting is to [state reason, e.g., clarify the line before installing a new fence / discuss landscaping plans / ensure mutual understanding of property markers].

I would like to propose a short meeting on the following dates and times:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

Please let me know if any of these times work for you, or feel free to suggest an alternative time that fits your schedule.

I look forward to hearing from you so we can ensure we are in agreement regarding our shared property line.

Sincerely,

[Your Signature]

[Your Printed Name]