

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Re: Boundary Line Concerns at [Description of Property Location]

Dear [Neighbor's Name],

I am writing to formally acknowledge your concerns regarding the boundary line between our properties, which you shared with me on [Date]. I appreciate you bringing this matter to my attention so that we can resolve it amicably.

To address the concerns regarding [briefly mention specific issue, e.g., the fence placement or overhanging trees], I propose the following steps:

- [Proposed Solution 1: e.g., Jointly hiring a licensed surveyor to mark the exact property line.]
- [Proposed Solution 2: e.g., Reviewing the original property deeds and plot maps together.]
- [Proposed Solution 3: e.g., Relocating the existing obstruction to align with the agreed-upon boundary.]

I would like to meet with you on [Suggested Date/Time] to discuss these options further and reach a mutually beneficial agreement. Please let me know if this time works for you, or feel free to suggest an alternative.

My goal is to ensure that we maintain a positive neighborly relationship while ensuring our property records are accurate.

Sincerely,

[Your Signature]
[Your Printed Name]