

Neighbor Fence Approval Sample Letter

Your Name

1234 Your Street

Your Phone Number

mm-dd-yyyy

Dear (NEIGHBOR'S NAME),

I'm writing to update you on my project regarding (REPLACING/BUILDING/EXTENDING) the fence.

As you know, I'm interested in this project because _____.

The new fence will be made of _____ material. The proposed dimensions are _____ feet tall, _____ feet long, and _____ (feet/inches) from (MY HOME/THE PROPERTY LINE).

(Add any additional information about the fence, such as color, style, etc. here).

Construction will be performed in accordance with _____ (local code here).

In regards to the old fence, _____ (removal and disposal plans).

Attached are _____ (quotes, plans, etc.) from _____ (contractor) for your review.

I wish to start this project (mm-dd-yyyy), please send your input or confirmation of your approval before this time.

Best regards,

(YOUR NAME/ SIGNATURE)

Provide additional materials here (quotes, plans, etc).