

From:
Your name
Address
Date

To:
Neighbors' name
Address

Dear (neighbor's name),

Replacement of Shared Fence

I'm writing to inform you of my intention to replace our shared fence. As you know, the current fence is too short, hence it doesn't provide an effective barricade for both our pets (reason for building/replacing the fence).

I've contacted a couple of fencing companies and have attached quotes from four of the best offers I got to this letter. However, I would like to go with Hill Side Fences, as their price and service description is better than the others.

The fence would be located in the same location as the current fence. Also, there would be no change in the width. Instead, I intend to erect a fence of 7' to replace the current fence that's merely 4' high.

The fence would also be built with the same material as the current fence (fence material/style).

The project would take only one day and I would like to commence on _____. However, if this date isn't convenient for you, we can agree on a different time.

I'm open to your contributions, financial and otherwise, and would immensely appreciate it if you share in the fence building expenses since the new fence would benefit you as well.

You can contact me on _____ so that we can discuss how the fencing cost will be split. You can also reach out to me if you have any queries or concerns.

I look forward to your response.

Best Regards,

Signature

Your Name.