

Date \_\_\_\_\_

Hello \_\_\_\_\_ (neighbor's name),

As mentioned in our previous conversations, which took place on \_\_\_\_\_  
(dates you recorded), your fence crosses over onto my property, cutting off \_\_\_\_\_  
(amount of encroachment) of my yard.

I'm writing to formally request that we move forward to find a solution to this issue. The  
aforementioned conversations have not yielded an agreeable resolution.

Losing this portion may seem inconsequential, but it diminishes property resale value should I ever  
decide to sell and limits what I can do in my own yard. Furthermore, as someone who worked hard  
to purchase a home for myself, I value the extent of my property.

The best solution and the one which I would like use to pursue first is moving the fence. As it is  
your fence, I am not obliged to contribute to this process, *however, I am willing to pay in*  
\_\_\_\_\_ (*amount or percentage*).

Alternatively, if you are able to provide proof that such a process is prohibitively expensive for you,  
then I am willing to move onto a *lease or lending* agreement with fixed terms and periods to which  
we both agree.

Please consider these solutions and contact me by \_\_\_\_\_ (date, no less than 1  
week from today) to discuss how we will proceed. You can reach me on \_\_\_\_\_  
(phone number), \_\_\_\_\_ (email), or by mail  
\_\_\_\_\_ (address).

Sincerely,

\_\_\_\_\_ (name and signature)