

SAMPLE LETTER TO NEIGHBOR

There are two important reasons to correspond with your neighbor regarding damage your neighbor is causing to your property. First, oftentimes neighbor disputes can be solved with direct but polite discussion between the parties. Everyone benefits from an informal, simple solution. Second, if the problem becomes too big to solve informally and you end up in court, the letter will serve as evidence of your good-faith attempt to work out the problem, which makes you look like the reasonable neighbor in the judge's eyes.

Here is a sample letter that includes key elements: a record of the events leading up to the problem, the parties' respective legal obligations, a proposed solution, and a demand for action by a certain date.

[Date] _____

[Your Name and Address]

[Your Neighbor's Name and Address]

Dear _____:

As we discussed [name the occasion or date] _____, [objectively state the problem] _____.

Enclosed are [repair estimates or invoices, photographs, other evidence of the problem]. [Include a description of the enclosure or enclosures to put them in context.] _____

_____.

You should know that you are responsible for any damage to my property. I hope that you will have the problem taken care of as soon as possible in order to avoid more damage. Please consider this a formal request or demand for you to take action. Also, I ask that you reimburse me in the amount of \$_____ [this amount should be supported by your enclosed documents] to cover the damage already done.

Please contact me immediately so we can work this out together. If I don't hear from you by _____ [a date one to two weeks from the date of the letter], I will be forced to take legal action.

Sincerely,

[Your Name]