

Driveway Maintenance Contribution Reminder

Date: [Insert Date]

To: [Name of Neighbor]

Address: [Neighbor's Address]

Dear [Neighbor's Name],

I hope this message finds you well. As we both share the responsibility for maintaining our shared driveway, I wanted to send a friendly reminder regarding the upcoming maintenance contribution.

The total estimated cost for the upcoming maintenance is [insert amount]. As we agreed, your share of the contribution will be [insert neighbor's share]. I kindly ask that you submit your portion by [insert due date]. This will ensure our driveway remains in good condition and accessible for both of us.

Should you have any questions or wish to discuss this further, please feel free to reach out to me at [your phone number] or [your email].

Thank you for your attention to this matter. I appreciate your cooperation!

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]