

Dear [Neighbor's Name],

I hope this message finds you well. I am writing to propose a maintenance plan for our shared driveway. As we both use this space regularly, it is important to keep it in good condition for everyone's benefit.

Proposed Maintenance Plan

- **Regular Inspections:** We should conduct inspections every three months to check for any damages or wear.
- **Cleaning:** A monthly cleaning schedule, where we can take turns, would help keep the driveway clear of debris.
- **Repair Budget:** Setting aside a small budget each month for potential repairs, estimated at \$[amount], could be beneficial.
- **Shared Responsibility:** We can alternate responsibilities for maintenance tasks to ensure fairness.

Let me know your thoughts on this proposal. I believe a coordinated effort will help maintain our shared space effectively.

Looking forward to hearing from you.

Sincerely,
[Your Name]
[Your Address]
[Your Phone Number]