

Shared Driveway Maintenance Schedule

Date: [Insert Date]

To: [Neighbor's Name]

From: [Your Name]

Address: [Your Address]

Subject: Shared Driveway Maintenance Schedule Communication

Dear [Neighbor's Name],

I hope this message finds you well. As we share the responsibility of maintaining our driveway, I wanted to propose a maintenance schedule to ensure it remains in good condition for both of our use.

Proposed Maintenance Schedule:

- Regular Cleaning: Every [Insert Frequency, e.g., Month]
- Weeding: [Insert Frequency, e.g., Quarterly]
- Pothole Filling: [Insert Frequency, e.g., As Needed]
- Sealing: [Insert Frequency, e.g., Annually]

Please let me know your thoughts on this schedule. I believe that by working together, we can maintain our shared driveway efficiently.

Thank you for your attention, and I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]