

# Letter of Shared Driveway Responsibility Clarification

Date: [Insert Date]

From: [Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

To: [Neighbor's Name]  
[Neighbor's Address]  
[City, State, Zip Code]

Dear [Neighbor's Name],

I hope this message finds you well. I am writing to clarify the responsibilities regarding the maintenance and use of our shared driveway.

As per our previous discussions, it is important that we both agree on the following points:

- **Maintenance:** Both parties are responsible for the upkeep of the driveway, including snow removal and repairs.
- **Parking:** Each household will have designated parking spots to avoid conflicts.
- **Communication:** We should promptly inform each other regarding any issues that may arise.

Thank you for your attention to these matters. I believe that by working together, we can ensure that our shared driveway remains safe and accessible for both of us.

Looking forward to your response.

Sincerely,

[Your Name]