Shared Access Driveway Contract

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]
Subject: Shared Access Driveway Agreement
Dear [Neighbor's Name],
We are writing to formalize the agreement regarding the shared access of the driveway between our properties located at [Your Property Address] and [Neighbor's Property Address].
Agreement Terms
 Both parties will have equal rights to access the driveway at all times. Maintenance costs will be shared equally, unless otherwise agreed. Each party shall keep the area clean and free from debris. No modifications to the driveway without prior written consent from the other party. This agreement will remain in effect until either party wishes to terminate it, with thirty (30) days written notice.
By signing below, both parties agree to the terms outlined above.
[Your Name] [Neighbor's Name]
Date: Date:
Thank you for your cooperation.
Sincerely,
[Your Name]