

Letter Template for Shared Wall Maintenance Discussion

Date: [Insert Date]

To: [Neighbor's Name]

[Neighbor's Address]

Dear [Neighbor's Name],

I hope this message finds you well. I am writing to discuss the maintenance of the shared wall between our properties located at [Your Address] and [Neighbor's Address].

As you may have noticed, there are some maintenance issues that require our attention, such as [mention specific issues]. I believe that addressing these issues together would be best for both of us.

Would you be available for a brief meeting to discuss how we can proceed with the necessary maintenance? I am looking forward to your response so we can ensure the wall remains in good condition for years to come.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Address]
[Your Contact Information]