

Shared Wall Maintenance Reminder

Date: [Insert Date]

Dear [Neighbor's Name],

I hope this message finds you well. I am writing to remind you about the upcoming maintenance work planned for the shared wall between our properties located at [Your Address] and [Neighbor's Address].

As we discussed, the maintenance is scheduled for [Insert Date and Time]. It is important that we work together to ensure that the process runs smoothly and efficiently.

If you have any concerns or need to reschedule, please feel free to reach out to me at your earliest convenience.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]