

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Cease and Desist for Property Encroachment

Dear [Recipient's Name],

I am writing to formally notify you that your [describe the encroaching structure or activity, e.g., "fence," "trees," "shed"] has encroached upon my property located at [Your Property Address]. This encroachment has resulted in [briefly describe the impact, e.g., "loss of use of part of my property" or "diminished property value"].

I request that you cease this encroachment within [number of days, e.g., "30 days"] from the date of this letter. If you do not take corrective action, I will be forced to consider further legal actions to protect my property rights.

Thank you for your immediate attention to this matter. I hope we can resolve this issue amicably.

Sincerely,
[Your Name]