

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

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

Dear [Neighbor's Name],

I hope this letter finds you well. I am writing to formally address a concern regarding our property boundary that has recently come to my attention. It appears that there may be some discrepancies regarding the exact location of our shared boundary line.

Upon reviewing the property documents and discussing with a surveyor, I believe that the boundary line may not be aligned correctly, which has resulted in [describe the specific issues caused by this discrepancy, e.g., encroachment, loss of property area].

I would appreciate the opportunity to discuss this matter with you at your earliest convenience. It is important for both of us to have a clear understanding of our property lines to avoid any future conflicts. I am confident we can come to a resolution amicably.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a suitable time for us to meet.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,
[Your Name]