

# Formal Complaint Letter

[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 property damage that has recently occurred as a result of actions related to your property.

On [specific date], I noticed that [describe the damage, e.g., a fallen tree branch, water leakage, etc.] has caused damage to my property at [your property address]. The extent of the damage includes [detail the damage, e.g., broken fence, damaged roof, etc.]. I believe this incident may have occurred due to [explain the cause, e.g., neglect of property maintenance, construction activities on your property, etc.].

I kindly request that we discuss this matter at your earliest convenience to find an amicable solution and possible remediation for the damages incurred. I appreciate your attention to this issue and hope to resolve it promptly.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]