

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 message finds you well. I am writing to formally express my concern regarding damage that has occurred to my property, located at [Your Property Address]. It has come to my attention that the damage appears to be related to activities taking place on your property.

The specific issues I have observed include [describe the damage, e.g., "severe water runoff resulting in erosion" or "broken fence panels"]. This situation has become increasingly concerning and has negatively impacted my enjoyment of my property.

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

Sincerely,
[Your Name]