HOW TO USE THIS TEMPLATE

1. *Fill in all fields in [BRACKETS] with your own details. Delete any sections that do not apply.*
2. *Attach supporting evidence: your title plan, photographs with dates, and any measurements taken by a surveyor.*
3. *Send by recorded post AND email. Keep proof of delivery and a copy of the letter.*
4. *If you receive no response within the deadline, this letter forms part of your evidence trail for mediation or court proceedings.*

Letter Before Action — Boundary Encroachment

Formal notice of encroachment and request for remedy before legal proceedings

[Your Full Name]
[Your Address]
[Town / City, Postcode]
[Your Email Address]
[Date]

[Neighbour's Full Name]
[Neighbour's Address]

Re: Formal Notice of Boundary Encroachment — [Your Property Address]

Dear [Neighbour's Name],

1. PURPOSE OF THIS LETTER

I write to formally notify you of a boundary encroachment affecting my property at the above address, and to invite you to resolve this matter without the need for legal proceedings.

I have attempted to raise this matter informally [OR: This letter follows our conversation on [date], which did not result in a resolution]. I am now writing formally with a request for action within the timescale set out below.

2. DETAILS OF THE ENCROACHMENT

The encroachment I am writing about is as follows: