

## TEMPLATE FOR SAMPLE NEIGHBOR LETTER

Date

Name of Neighbor  
Address of Neighbor

Dear (Name of Neighbor),

You may not be aware but (DESCRIBE SITUATION). This is causing (DESCRIBE HOW IT AFFECTS YOU). I/we would like to discuss the possibility of working with you to (DESCRIBE HOW YOU WOULD LIKE IT RESOLVED).

I/we know you care about our community as much as I/we do, and I/we look forward to working with you to resolve the situation.

Sincerely,

Your Name  
Your preferred contact info (Address, Phone #, email)