

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Date: June 21, 2002]

To Whom It May Concern,

I, Emily Williams, declare the following statement as true and accurate to the best of my knowledge:

I am the owner of the property located at [Property Address]. I have recently become aware of an encroachment issue concerning a fence built by my neighbor, Robert Mitchell, which encroaches approximately [Measurement] onto my property.

I kindly request that this matter be resolved promptly and amicably through discussions between both parties or through legal channels if necessary. I have attached a survey report confirming the encroachment for your reference.

I am committed to finding a fair and reasonable solution to this matter and am open to mediation or negotiation.

Sincerely,

[Your Signature]  
[Your Printed Name]