

**SAMPLE LETTER #1 TO ADJACENT OWNER IN ACCORDANCE WITH DIVISION
FENCE BY-LAW 0075-2004**

100 Apple Lane
Mississauga, Ontario
L4X 1Y8

Date:

Mr. & Mrs. John Smith
104 Apple Lane
Mississauga, Ontario
L4X 1Y8

Dear Mr. & Mrs. Smith:

Re: Notice of Intent
Proposed Fence between 100 and 104 Apple Lane

As you are aware, it is our desire to construct a boundary (division) fence between your property and ours as we have expressed to you on several occasions. To date, we have been unable to reach a satisfactory agreement regarding the cost sharing of the fence.

Notwithstanding the lack of an agreement, we would like to go ahead with the construction in accordance with City of Mississauga By-law 0075-2004, a copy of which is enclosed for your information. Also enclosed are three quotes for the construction of (describe the type of fence, height and length, etc.) The quotes are for the actual cost of the fence described.

The construction of the fence in accordance with the lowest quote received will commence on (date - 14 days after this notice). You may also obtain three (3) further quotes and provide us with a copy of them not later than ten (10) days following the date of this notice and we can then discuss all quotes before making a decision. If we do not hear from you prior to the expiration of the fourteen (14) day period, we will go ahead with the construction of the fence.

We look forward to reaching an amicable agreement.

Yours truly