

**SAMPLE LETTER #2 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: Compliance with City of Mississauga Division Fence By-law 0075-2004

Further to our letter of (date), construction of the division fence between our properties was completed on (date).

City of Mississauga By-law 0075-2004, a copy of which was previously provided to you, requires that the cost of a division fence be shared between the property owners.

As pointed out in our previous letter, the fence was constructed according to the lowest of three (3) quotes received. Enclosed is a copy of the Invoice for a total of \$. Your share of the cost is \$. Please provide payment of this amount to us not later than (30 days after notice). If payment is not received within this time frame, we will proceed to recover your share of the cost. We sincerely hope it will not be necessary to proceed further.

Yours truly