



---

Your business address

Date

The neighbor's address

Subject: Concerns over parking in our space

Dear Mr. / Ms. (Manager's name)

As you know the commercial space available in front of our office is paid for by us. It was brought to your notice several times that your employees are using it for their all-day parking. As expected, it is costing us customers and a major chunk of business.

Considering that you have not acted upon the issue presented to you multiple times, the next logical step would be to involve the legal authorities.

Starting from tomorrow, I expect to see our space available for our customers to park. By failing to do so, you will be invoking the legalities that follow such a breach. I genuinely hope that we will not have to go that far. It is in both of our interests to solve this amicably.

I see a future with both of our businesses running successfully side-by-side.

Wishing the best for your business.

Yours sincerely

(Your signature)

(Your official name)