

[Land Surveying Company Letterhead]

[Date]

[Adjoining Landowner's Name]  
[Adjoining Landowner's Address]  
[City, State, ZIP Code]

Subject: Notification of Upcoming Property Survey

Dear [Adjoining Landowner's Name],

We hope this letter finds you well. We are writing to inform you that our company, [Surveying Company Name], will be surveying the property at [Property Address]. The [County Name] County Courthouse records indicate you may share a common boundary with this property owner.

As part of the surveying process, our crew may need to access areas close to or on your property to ensure precise measurements and clear delineation of the property lines. We would appreciate your assistance if you possess any documents that may aid us in this survey.

A meeting can be arranged at your convenience if you wish to show our field crew any boundary markers or other information you feel will help establish a common boundary.

During our surveying process, our crew may utilize survey stakes or ribbons to mark survey points. Please note that these markers do not denote the actual monuments that establish the boundary between your property and that of the above-mentioned property owner. All corners of the subject tract will ultimately be marked with iron stakes.

Furthermore, we may notify 811 to mark any underground utilities relative to the property we are surveying. Locators for the individual utility companies may be near your property boundaries but should not cause any damage or reason for concern.

Additionally, if you wish to consider having your land surveyed while we are in the area, it would be more cost-effective to do so now in conjunction with the current survey. Please contact us for more details if this option interests you.

The survey is scheduled to take place on [Date(s) of Survey]. Should you have any questions or concerns about the survey, or if you would prefer to discuss any specific arrangements, please do not hesitate to contact us.

We appreciate your cooperation and understanding as we carry out this important work. Should you have any immediate concerns, please contact our office at [Surveying Company Phone Number] or via email at [Surveying Company Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Surveying Company Name]