[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: NOTICE TO EXCAVATE ALONG COMMON BOUNDARY**

Dear [CONTACT NAME],

This communication is to notify you of our intentions to excavate on [DATE] on the land located at [ADDRESS]. This excavation is along the adjoining boundary and is planned to be [NUMBER] metres deep and will extend for [NUMBER] metres along the property line.

We will do our best to ensure minimal disruption, if any, to your property.

Please do not hesitate to contact us if you feel you need more information.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]