

Formal Party Wall Agreement

Subject: Party Wall Agreement Request

Dear [Neighbor's Name],

I am writing to formally notify you of my intention to carry out building works at my property located at [Property Address]. The proposed work includes [brief description of works, e.g., extension, loft conversion, or wall repair] which may affect the shared party wall between our properties.

As required by the Party Wall Act, I am seeking your agreement to proceed. I have attached detailed plans of the proposed work along with the schedule of expected timelines. Please review the documents and let me know if you agree, or if you would like to appoint a surveyor to represent your interests.

I would appreciate your confirmation at your earliest convenience so that we can move forward responsibly and in compliance with the law.

Yours sincerely,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/party-wall-agreement-letter>