

Heartfelt Agreement Request

Subject: Requesting Your Kind Cooperation on Building Work

Dear [Neighbor's Name],

I hope this note finds you well. I wanted to reach out personally to let you know about some building work I am planning at [address], which may affect our shared wall. I truly value the good relationship we have as neighbors, and I want to make sure this process is handled respectfully.

The work includes [details], and I will ensure that every precaution is taken to minimize disruption. I have enclosed the formal notice and plans for your review, and I would be very grateful for your agreement.

Thank you for your understanding and support.

Warm regards,

[Your Name]

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