Instructions: This is a template you can modify to suit your situation. **You need to download this template before you can make changes to it**. To download it:

- Click on **File** in the dropdown menu above.
- Click on **Download** and select the file format of your choice.

Once you've downloaded the document, insert your words in place of the prompt words in square brackets.

For important context, see the page on parking and neighbours.

[Your name]
[Your address]
[Date]

[Neighbour's name]
[Neighbour's address]

(Hand-delivered)

Dear *[Neighbour]*,

Re: Concern about parking

My name is [*your name*], and I am your neighbour who lives next door. Just a quick note about where you park your car. It makes it difficult for me to [*describe the problem; for example, you might say: "enter and back out of my driveway safely" or "use the sidewalk safely"*.]

Could you please [*describe what you want to happen; for example, you might say: "park further up the street so access is not restricted" or "not block the sidewalk"*]. It would help improve our access to our home and keep users of our street safe — including emergency personnel.

Thanks for your consideration and help.

Yours truly,

[Your signature]

Disclaimer: At People's Law School, we believe accurate, plain English information can help people take action to work out their legal problems. This template is a sample. **It is not intended as legal advice.** We recommend that you consult a legal professional in British Columbia if you want professional assurance that this information is appropriate to your particular situation.

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