<<Adjoining Owners Name(s)>>

<<Address 1>>

<<Address 2>>

<<Address 3>>

Dear <<Adjoining Owners Name(s)>>,

<<Your Property Address>>  
Party Wall etc. Act 1996 & Neighbourly Matters

I write in connection with the notice served on you under the above Act dated <<Insert Date of Notice>> in respect of notifiable elements of work proposed at our above address.

The Act requires that you respond within 14 days from the date of our original notice. As you have not responded within this period of time, the Act states that a dispute is deemed to have arisen between us. If no response is received within a further 10 days (from the date of this letter) we will be required to appoint a surveyor to act on your behalf to resolve matters.

You are still entitled to consent to the work, or agree the appointment of an agreed surveyor to act impartially between us, should you choose to do so. I have attached copies of the original notice for ease of reference and look forward to hearing from you.

Please do not hesitate to contact me should you wish to discuss the matter in further detail.

Kind regards,

<<Your Name(s)>>

<<Your Address/Contact Details>>

Enc. Party Wall Notice