[Your Address]

[Neighbor’s name]
[Address / 'Delivered by hand']
[Date]
Dear [Neighbor’s name]/[If unknown, just address as 'Dear Neighbor'],

Re: Car Parking

I live at [address], next door. I am writing in relation to problems caused by where your car, registration [registration number] is regularly parked.

* Blocking my driveway
* Preventing access down the pavement for prams/wheelchairs
* Making turning out of [road name] onto [road name] difficult
* Preventing/restricting access for emergency vehicles

You may have previously been unaware of the problems being caused. However it is making access and use of the street more difficult [and I am particularly concerned about the impact of restricted access for emergency vehicles should, for example, a fire engine or ambulance be required].

I am keen to resolve this amicably; we are after all neighbors! I would therefore be grateful if you could [park further up the street where parking will not restrict access / avoid parking on the pavement / park further back from the junction.]

Thank you in advance for your cooperation.

Kind regards,

[Your signature]
[Your name]