

Dear Sir / Madam,

Date: ___ / ___ / ___

I am writing to you in regard to our adjoining fence between;

our property at _____ and

your property at _____

that we wish to have built by Teriton Fencing after receiving their quotation.

As such I have included a notice to fence document as well as a copy of the quotation provided to me.

If your are happy to proceed then all I ask is for you to fill in your details and sign the Notice to Fence form as well as a copy of the quotation and return it to me ASAP whereby we will then pass on your information to Teriton Fencing for them to contact you to finalise the paper work required prior to commencement of the works. Likewise if you do not wish to proceed then I ask that you fill out the form accordingly and return it to me.

If you have any further questions please do not hesitate to contact me on the following number:

Looking forward to hearing from you soon.

Kind regards,

Print Name: _____

Ph: _____

Email: _____

Date: ___ / ___ / ___

Signed: _____