(Your address)

Dear Neighbour

I am writing to seek your contribution to the dividing fence between our properties (include property addresses) that was constructed (e.g. 6 months ago) when your land was vacant.

The Dividing Fences Act 1961 allows owners of adjoining land, who erected the fence, to seek contribution from their neighbour the construction of a building or structure has been completed.

Now that you have completed your construction, I wish to seek half the value of the dividing fence which cost (eg $400) to erect. Under the local government fencing laws, the fence is classed as a sufficient fence.

I estimate that the value of the fence is current and therefore seek payment of your half share of the fence, that is (half of the cost - eg $200).

Please let me know within 21 days if you agree or disagree with this proposal. I have attached copies of the quotes obtained and the invoice and receipt we received from the fencing contractor.

If you would like to discuss this with me I can be contacted on telephone number (your number) or by email at (your email address).

If within 21 days we cannot reach agreement or you do not respond, the Dividing Fences Act 1961 provides for the matter to be referred the Magistrates Court for determination

(Your signature name and date)