

### **Directions For Issuing a Trespass Letter**

The letter (see sample below) should be mailed Certified Mail, Return Receipt Requested. This proves that the person was served with the letter. **After you get the receipt back, a copy of the letter, with the receipt stapled to it, should be dropped off at the Police Department for our records.** You should keep a copy of the letter and receipt for your own records.

### **Sample Trespass Letter**

[Current Date]

[Name of Person]

[Address of Person]

Dear [Name of Person]:

This letter is to serve as formal notice that effective today you may not enter or remain on the property of [address and Company Name, if applicable]. This “No Trespass” notice will remain in effect until rescinded by [Company Name or “myself”]. Failure to comply with this notice may result in your arrest under the New Hampshire Criminal statute. A copy of this notice has been forwarded to the Gorham Police Department for their records.

Sincerely,

[Signature]

[Printed Name]