

Sample letter to send to your neighbour

(Include your address here)

Date

Dear neighbour **(or their name if you know it)**,

This is a friendly note to let you know that I am being disturbed by **(explain what is causing you a problem, for example 'the playing of loud music')** from your home.

I just wanted to let you know because the issue is causing me a problem in that **(write here how you are being affected by the issue and the impact it is having on you, for example 'I cannot concentrate on my work' or 'my children are being woken at night')**.

I wish to politely request that you **(write here what you would like them to do, for example 'turn the music down' or 'stop carrying out noisy DIY work in an evening')**.

You probably didn't realise that this was causing me a problem and I hope you understand why I needed to send you this note.

I really hope we can resolve the issue and I thank you for your help.

Yours sincerely,

(Your name)