

FIRST STEP EXAMPLE LETTER :

[Insert or amend where appropriate]

Dear Neighbour *[or name if known]*,

I am writing to you as a neighbour/nearby resident.

This is a friendly note to make you aware that I/my family are being disturbed by noise from your property, *[write address here...]*

The noise that disturbs me/my family is *[describe noise here]*.

I am sure this is not being done on purpose but the noise is affecting the enjoyment of my/our home and I would be grateful if you would *[reduce the noise/turn the music down etc.]*

Please do not take this personally as I really hope we can solve this in a friendly way.

Please contact me if you want to discuss this face-to-face *[delete this option if not appropriate]*.

Many thanks.

Name

Address and contact details