

Your address

Date

Neighbour's name (if known)

Neighbours address

Dear

I am writing to you as I have a problem with (describe the problem) that is coming from your property. This is disturbing me and stopping me from enjoying my home. This is because (describe how it is affecting you). The problem usually happens (describe how often it happens and how long it goes on for).

I would like to politely ask that you reduce this to a level that does not cause me a problem. I would really appreciate it if you would (detail what you would like your neighbour to do).

I have not made a formal complaint to the council's Environmental Health Department about this, as I would like to resolve this between us; however their website does contain some information for people who have been complained about which you may find useful (www.newcastle-staffs.gov.uk/noise).

I hope that you will not be upset by this letter (and I am happy to discuss the matter with you further) OR (but I felt the need to let you know about the problem) and I hope that you can take some action to resolve this.

Thank you for your help in resolving this problem.

Yours

(your name)