**<Insert your name>**

**<Insert your address>**

**<Insert current date>**

**<Insert neighbour’s name>**

**<Insert neighbour’s address>**

Dear **<insert neighbour’s name>**

**I am/We are** writing to you to express concern over the noise that is coming from your property. **I/We have spoken before and I/we have raised this /I have not been sure how to raise this with you** but **I/we** wanted to give you some examples of the **noise/disturbance** which is preventing me/us from enjoying our home.

These examples include:

* ***It may be effective to do a bullet style list of the noise/disturbance and the times that it has happened.***
* ***Make sure you include how it has affected you, e.g. unable to sleep or watch T.V. Give as much detail as you can with regards to times and durations without being too emotive.***

**I/We** do not wish to prevent you from enjoying your home as we hope you do not wish us to be unhappy. Unfortunately, **I/we** have reached a point where **I/we** feel it is necessary to mention it to you, in the hope of resolving it.

**I am/We are** happy to talk with you so that we can come to an amicable and friendly arrangement to try to stop these issues and prevent any issues in the future.

Thank you for taking the time to read this letter and consider the points **I/we** have made. **I/We** look forward to your cooperation.

Yours sincerely

**<your name>**

**(Amend/edit letter as required)**