

Sample letter to send to your neighbour

(Put your name and address here)

(Write the name of the person causing the problem and their address here)

Date

Dear Sir or Madam (whichever is appropriate)

Noise from your property

I am letting you know that noise from your property is causing me a problem. In fact, it bothers me so much that I feel that I must contact you about it.

The noise I am complaining about comes from **(here write what is causing the problem. For example “your stereo being too loud”, “your all-night parties every weekend”.)**

The noise is causing me a problem in that **(here write about the effect the noise is having on you. For example, “I cannot sleep at nights because of it, and then I cannot concentrate at work the next day”, “I cannot enjoy being at home anymore”.)**

I feel I have to write to you at this time so that hopefully we can resolve this matter and it does not have to go any further.

Please do what you can to help. I would appreciate your co-operation.

Yours faithfully

(Sign your letter here and remember to keep a copy of the letter)