**Template letter to a landlord**

<Your name and address>

<Date of the letter>

Dear <landlords/landlord agents name>

My name is <your name> and I live at <your full address>.

As the <landlord/landlord’s agent> I wish to make you aware that noise <describe the problem noise> from <enter premises address causing the noise issue> is disturbing me/us/my family to such an extent that it is affecting the enjoyment of my/our home.

Specifically, <state details of the problem date and times and the effect on you>

In view of this, I would be grateful if you could <state what you would like to be done about it>

I hope we can resolve this matter between ourselves, however if there is no improvement after two weeks from the date of this letter/email, or a course of action to deal with the noise problem has not been agreed, I will consider contacting the Council for further guidance/support.

If you would like to contact me to discuss this matter, my number/email address is <insert contact details> (delete if not appropriate).

Yours sincerely

<name>

(Remember to keep a copy of the letter/email)