**Template letter to a resident/neighbour**

<Your name and address>

<Date of the letter>

Dear <Neighbour or name if known>

I am writing 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, <insert address>.

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 < state what you would like to be done about it (e.g. reduce the noise/turn the music down)>

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

Please contact me if you want to discuss this face-to-face at a suitable time for us both. (delete this if not appropriate)

Many thanks.

<Name, address and contact details (optional)>

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