

**TEMPLATE 2**

Your name and address  
Date

Dear neighbour (or their name),

I am writing to let you know that noise from your property is affecting me.  
The noise that affects me/us is.... (Describe noise and when it occurs).

It affects me/us because..... (Describe what effect it has and how it makes you feel)

You may not have been aware of this before, but I would appreciate it if you could.....

Thank You

Yours sincerely

Sign.....

**TEMPLATE 2**

Your Name and Address  
Current Date

Dear Neighbour [or their name]

This is a friendly note to make you aware that I am being disturbed by noise from your property. The noise that disturbs me/us/my family is (describe how it affects your family)

The noise is affecting the enjoyment of my/our home,

Please do not take this personally. I just wanted to let you know and politely request that you [detail what you would like them to do i.e., turn the music down].

I look forward to your co-operation.

Yours sincerely

Sign.....