**Insert Your Name and Address**

**Current Date**

**Insert Neighbour’s Name and Address**

Dear **(Insert Neighbour’s name)**

**I am/We are** writing to you because we have been disturbed by a **noise/light/sound/odour/smoke/pet** issue that **we/I believe may be** coming from your property. Some examples of the **noise/disturbance** are as follows:

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

**I/We** don’t wish to prevent you from enjoying your home but you may not realise the effect it is having on us and **I/we** have reached a point where **I/we** felt it was necessary to mention it, in the hope of resolving the matter informally.

**I am /We are** happy to talk with you so that we can come to an amicable arrangement

Thank you for your time.

Yours sincerely

**(Your Name)**

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