*We have provided this template letter to enable you to express clearly to the person creating the issue exactly what you are being disturbed by, the effect it has on you and what you would like them to do about it. You can use this letter either as a guide to writing your own letter, or as a template.*

Your address

The date

Your contact number

Your neighbour’s name

Your neighbour’s address

Dear Neighbour (or their name if you know it)

I am writing this letter to let you know that I am being disturbed by noise/light/smoke (enter the issue) from your property.

The noise/light/smoke is (describe the issue). It disturbs me because (include details on when and how often it happens, how long it goes on for, how it affects you in your home, what it stops you being able to do etc.).

I wanted to let you know how the noise is affecting me and politely request that you consider how the noise/light/smoke (enter the issue) could possibly be reduced. I hope we can work this out amicably between us.

Please do not hesitate to contact me if you would like to talk about this in person, I would be happy to meet with you (delete if not appropriate).

Yours sincerely

Your name

Your contact details