***Your Address Neighbours Address***

***Date:***

Dear Neighbour ***(add their name if you know it)***

Further to my previous letter ***(dated),*** I am writing to make you aware that I/we am/still being disturbed by ***(enter the activity causing concern).***

This is continuing to affect me/my family in the following ways. ***(explain how their on-going activity effects your daily life).***

Obviously, I am disappointed that this problem is still affecting me/us and I would ask that you take urgent steps to prevent further disturbance so that we can avoid the need to seek more formal intervention.

I look forward to your cooperation in resolving this matter.

Yours sincerely,

***(your name)***