***Your Address Neighbours Address***

***Date:***

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

I am writing to you to make you aware that I/we am/are being disturbed by ***(enter the activity causing concern).***

This is affecting me/my family and means that I/we ***(explain how their activity effects your daily life).***

I appreciate that you may not have previously realised that this was causing me/us disturbance but hope that you will take steps to stop this happening in the future now that I have brought it to your attention.

Thank you in anticipation of your help with this.

Kind Regards

***(your name)***