**[Your Name]**

**[Address]**

**[Post code]**

**[Date]**

**[Recipient Name]**

**[Recipient address]**

Dear **[Recipient Name]**:

I hope you don’t mind me contacting you in this way but I would like to make you aware that I am being disturbed by **[Noise]** from **[for example, loud music/DIY/dog barking]** which appears to be coming from your property.

You may not realise how this affects me/us/my family but **[describe how noise that affects you, for example, I/we am unable to sleep].**

I just wanted to let you know about this and ask that you take steps to resolve/improve the situation.

I hope that we can resolve this between ourselves.

Thank you for your help.

Sincerely,

**[Your Name]**