

Sample letter to send to your neighbour

**(put your name and address here)**

**(write the name of the person causing the problem  
and their address here)**

Date

Dear .....

I am writing to let you know that noise from your property is causing me a problem.

The noise I am complaining about comes from (here write what is causing the problem. **For example “your stereo being too loud”**).

This is causing me a problem in that (here write about the effect the problem is having on you. **For example, “I cannot sleep at nights because of it, and then cannot concentrate at work the next day”, “I cannot enjoy being at home anymore”**).

Perhaps you are not aware that the noise can be heard in my property. However, I would appreciate it if you could **(take steps to reduce the volume/not play it so late)**.

Thank you in anticipation.

Yours sincerely

**(Sign your letter here and remember to keep a copy of the letter)**