Your Name and Address

Current Date

Neighbour’s Name and Address

Dear Neighbour *[or their name]*

This is a friendly note to make you aware that I am being disturbed by noise from your property *[state address].* The noise that disturbs me/us/my family is *[describe noise that affects you].* You may not realise it, but the noise is affecting the enjoyment of my/our home,

Please do not take this personally. I just wanted to let you know how your noise is affecting me/us and politely request that *you [detail what you would like them to do i.e. turn the music down].*

Please don’t hesitate to contact me if you would like to discuss this face-to-face *[delete this option if not appropriate].*

I found South Somerset District Council’s website very useful for advice and information on all matters relating to noise at [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)

I look forward to your co-operation.

Yours sincerely