Your Name and Address

Current Date

Neighbour’s Name and Address

Dear Neighbour *[or their name]*

For some time I have been disturbed by noise from your property. I wrote to you *[insert date]* but there has been no improvement.

The main problem continues to be *[detail the noise that affects you and the frequency you are disturbed].*

*[Use either of the following bullet points]*

* Again, I would politely request that you *[detail what you would like them to do i.e. turn the music down].* The noise really does affect me/us/my family from enjoying our/my home. If after a one week from the date of this letter there has been no improvement I will have no option but to contact the Environmental Protection Section at South Somerset District Council.
* I should welcome the opportunity to discuss this problem with you at your earliest opportunity in order that we can reach an amicable solution to reducing the noise levels. Failing that I will have no option but to approach the Environmental Protection Section at South Somerset District Council.
* The Local Authority have informed me that there is provision under Section 82 of the Environmental Protection Act 1990 for me to take my own action and that I can apply to the Courts for a Noise Abatement Order to be issued. This is something I will consider if the noise from *[details of noise]* does not improve.

Advice and information about noise is available on South Somerset District Council’s website at www.southsomerset.gov.uk

I look forward to you cooperation.

Yours sincerely,