

Dear Neighbour,

You may not be aware but on:

**Date:**

**Time:**

**There was a disturbance from your property that sounded like**

**(Describe disturbance):**

**This had an impact on me which was:**

I am sure you did not intend to cause any disturbance, but I wanted to let you know the impact it had on me. I hope it can be avoided in the future. Thank you for your co-operation.

**Kindest Regards:**