

Your Name and Address

Current date

Dear Sir/Madam [state name if known]

Premises: [state business premises including their address]

I wish to make you aware that noise from [describe the problem noise] at the above premises is disturbing me/us/my family to such an extent that it is affecting the enjoyment of my/our home.

Specifically, [state details of the problem date and times and the effect on you]

In view of this, I would be grateful if you could [state what you would like to be done about it]

I hope we can resolve this matter between ourselves, however if there is no improvement after two weeks from the date of this letter, or a course of action to deal with the noise problem has not been agreed, I will consider contacting the Council for further help and assistance.

If you would like to contact me to discuss this matter, my number is .....  
[delete if not appropriate].

I look forward to your co-operation in this matter.

Yours sincerely