

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]

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 have no option but to involve the Council's Environmental Protection team to see what my options are for dealing with this matter more formally.

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

I hope that an amicable solution can be found and look forward to your co-operation in this matter.

Yours sincerely