**[Your name and address and any contact details you are happy to include]**

**[Date]**

[Neighbour’s name (if known) and/or address]

Dear neighbour [or insert name if known]

This is a friendly note to let you know that [I am/we are] being disturbed by noise that [I /we] believe may be coming from your property [insert address].

The [insert noise type, e.g. loud music, dogs barking, DIY etc] has unfortunately been disturbing [me/my family] and therefore [I /we] wanted to approach you as a first step, as you may know the source of the noise, may also be concerned, or may be able to help address it by for example [insert resolution you would like – for example turning the music down after 10pm].

I found South Derbyshire District Council’s website useful for advice and guidance on neighbourhood noise issues at: [www.southderbyshire.gov.uk/noise](http://www.southderbyshire.gov.uk/noise)

Please don’t hesitate to contact me if you would like to discuss this further [only include this point if you are happy to meet them].

Thank you in advance for your help to resolve this noise issue.

Kind regards,

[Insert your name and sign in the space above]