Your name

 Your address

 Date

Dear Neighbour (or their name),

This is a friendly note to let you know that I am being disturbed by [detail the issue] from your home.

I just wanted to let you know and politely request that you [detail what you would like them to do i.e. turn the music down or stop carrying out DIY work late at night.].

I’m sure you weren’t aware you were causing a disturbance and will try to avoid it happening again.

Thank you for your co-operation.

Yours sincerely

[Your name]

[Your signature]