**Template letter to a business**

<Your name and address>

<Date of the letter>

Dear <Sir/Madam or 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/email address is <your contact details>. (delete if not appropriate)

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

Yours sincerely

<name>

(Remember to keep a copy of the letter/email)