

Dear Neighbour (or name if known)

I am writing as a neighbour/nearby resident. This is a friendly note to make you aware that I/my family are being disturbed by (the growth/spread of Japanese Knotweed) at your property, write address here...

The (insert problem eg the growth/spread of Japanese Knotweed) disturbs me/my family because (describe problem in as much detail giving times etc where appropriate).

I am sure this is not being done on purpose but the (insert problem eg the growth/spread of Japanese Knotweed) is affecting the enjoyment of my/our home and I would be grateful if you would (describe what they can do to resolve the problem).

Please do not take this personally, I really hope we can solve this in a friendly way.

Please contact me if you want to discuss this face-to-face (delete this option if not appropriate).

Many thanks.