

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 (insert problem eg smells/flies ) from your property, write address here...

The (insert problem eg smell/flies ) that disturbs me/my family is (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 smell/flies ) 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) *e.g. [clean up more frequently/wash the area down]*

Dog/cat faeces can be bagged and disposed of in the normal (grey) waste bin.

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.

Name, address and contact details