

Below is a sample of a letter that you can write to your neighbour that you can amend as applicable or use as guidance for your own letter to your neighbour to raise the issue of the ongoing anti-social behaviour with them. Please delete or amend the words in bold to fit your situation and the issues that you are experiencing. This is not a letter from SHDC, but a guide to help you express your feelings to try and resolve the issues at a lower level if you feel safe to do so. You can send this letter anonymously, however if you wish to do this your neighbour will not be able to liaise with you about your complaint and find out what they can do to help you.

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**Insert Your Name & Address**

**Current Date**

**Insert Neighbour's Name & Address**

Dear **Neighbour/Neighbours name**

**I /We hope that you don't mind me/us** writing to you in this way but I/we would like to make you aware that **I am/we are** being disturbed by the **regular parties/noise/swearing/other issue** that is coming from your property. **I/We have spoken before and I/we have raised this / I have not been sure how to raise this with you** but **I/we** wanted to give you some examples of the behaviour which is preventing **me/us** from enjoying **my/our** home as you may not realise how this affects **me/us/our family**.

These examples include:

- **Give examples of the issue/disturbance and the times that it has happened.**
- **Make sure you include how it has affected you, e.g. unable to sleep/watch television.**

**I/We** do not wish to prevent you from enjoying your home and equally **I/we** hope that you do not wish **me/us** to be unhappy. **I/we** have reached a point where **I/we** wanted to mention it to you and to ask that you please take steps to resolve or improve the situation.

**I am /We are** happy to talk with you so that we can come to an amicable and friendly arrangement to try to stop these issues and prevent any further issues in the future.

Thank you for taking the time to read this letter and consider the points **I/we** have mentioned.

Yours **faithfully/sincerely**,

**(Your name)**