Dear <INSERT NEIGHBOUR’S FIRST NAME IF KNOWN>,

I tried to catch you for a chat today but unfortunately you weren’t home.

I just wanted to make you aware of something that happened at TIME on DATE.

<IN THIS PARAGRAPH DESCRIBE THE ISSUE, for example: I was watching TV when there was a loud noise / disturbance which seemed to come from your home.

Unfortunately, it prevented me / my family from enjoying our time at home / relaxing / enjoying my TV show.>

I’m sure this was not deliberate and I wanted to ask if we could agree a way of letting each other know if there are any issues in the future so we can both live happily next to one another.

It would be great if we could have a quick chat about it. Thank you and I look forward to speaking with you.

Yours sincerely

<INSERT NAME AND HOUSE NUMBER>