

**Instructions:** This is a template you can modify to suit your situation. **You need to download this template before you can make changes to it.** To download it:

- Click on **File** in the dropdown menu above.
- Click on **Download** and select the file format of your choice.

Once you've downloaded the document, insert your words in place of the prompt words in square brackets.

For important context, see the page on [noise and neighbours](#).

*[Your name]*

*[Your address]*

*[Date]*

*[Neighbour's name]*

*[Neighbour's address]*

*(Hand-delivered)*

Dear *[Neighbour]*,

**Re: Concern about noise**

My name is *[your name]*, and I am your neighbour who lives *[downstairs, next door, etc.]*. Just a quick note about noise coming from your property. The *[describe the noise, for example, radio, TV, air conditioner, etc.]* is very loud, and I can hear it *[for example, from inside my home several hours during the day and late into the night]*. It disturbs me during the day and prevents me from falling asleep most evenings.

Could you please keep the noise down, especially overnight from 10 pm to 7 am? I work as a *[occupation]*, and I really need to be well rested for my job.

Thanks for your help.

Yours truly,

*[Your signature]*

**Disclaimer:** At People's Law School, we believe accurate, plain English information can help people take action to work out their legal problems. This template is a sample. **It is not intended as legal advice.** We recommend that you consult a legal professional in British Columbia if you want professional assurance that this information is appropriate to your particular situation.