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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 [odours and neighbours](#).

[Your name]

[Your address]

[Date]

[Neighbour's name]

[Neighbour's address]

(Hand-delivered)

Dear *[Neighbour]*,

Re: Concern about odours

My name is *[your name]*. I live at *[your address]*, next door *[or downstairs, etc.]*. I am writing about odours coming from your property.

We have spoken before about this issue. As I mentioned, my family and I are really affected by the odours that come into our home from yours. This letter describes the impact of the odours on my family and me, and how I hope we can work together to resolve this matter.

First, here is what I am concerned about. *[Describe the odours you are concerned about; for example, whether it is cannabis or cigarette smoke, cooking or other odours, etc.]*

Here is how the odours are affecting me and my family. *[Describe how the odours have affected you; for example, you develop headaches, a scratchy throat, and you feel nauseous. You can't work outside in your garden, or keep your windows open. Or you*

don't want your children to be exposed to second-hand smoke. Try to stick to the facts without being too emotional.]

I've kept a log of the odours, when I've smelled them, and how they've made me feel. I attach the log for you to look at to help you understand my concerns.

I'm also attaching a copy of our *[municipal bylaw, strata bylaw, or any other rule that supports your position]*.

I don't want to prevent you from enjoying your home, as I hope you don't wish us to be unhappy. Unfortunately, I've reached a point where I feel it is necessary to raise my concerns more formally. I sincerely hope we can work together to resolve them.

Here is what I'm asking of you. *[Describe solutions; for example, if your concern is about smoking, you might say: "Perhaps you could smoke when you're not at home — maybe when you're out for a walk?"]*

I am happy to talk with you so we can come to an understanding of how to deal with this issue. After all, we are neighbours.

Thank you for taking the time to read this letter and consider the points I've made.

Kind regards,

[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.