Dear Neighbour...
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You might not be aware, but on: ____________________________ (date)

At: ____________________________ (time) there was a disturbance, that sounded like:

(circle as appropriate)

- Dogs barking
- TV/music too loud
- People shouting
- Washing machine
- Doors slamming
- Other (below)

Which meant that:

I wanted to let you know, as you might not have realised the impact it had. I hope it can be avoided in future.

Thank you so much for your cooperation.

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