

## NOISE COMPLAINT LETTER

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## Introduction

A noise complaint letter is written by an individual when the noise generated in the vicinity of his/her establishment is creating inconvenience in different ways. The establishment could be a flat in an apartment; another house in close proximity and so on. Noise complaint can be raised by concerned authority in work-place/resident against disturbance caused by noise generation due to social events like marriages and birthday celebrations or due to running machinery, doing garage-work and so on.

## Noise Complaint Letter Tips

- Start by mentioning your address/location.
- Briefly explain inconvenience caused due to noise generation by the person/people in discussion despite several reminders.
- If the problem is persistent, mention the same and request the recipient of the letter to intervene.
- End by requesting the recipient to do the needful to help you overcome the inconvenience at the earliest.

## Sample Noise Complaint Letter

From,

Edward Right

4/66, Hill View Apartment

Newtown

To,

Robin Smith

4/70, Hill View Apartment

Newtown

12September2013

Dear Mr. Smith,

I live in 4/66 and my flat is right below yours. I understand that you have rented your flat to four bachelors who work in BPOs in night-shifts.

Despite many personal reminders, they continue to be a nuisance to this neighborhood with their ways of life and attitude. They play loud music to stay awake and get entertained at odd-hours at night. They also stand in the balcony and chat loudly over phone for long hours and smoke as well.

I have a daughter who is preparing for her medical-entrance exams. She finds it difficult to study with such noise and the smoke causes her breathing problems since she is a severe asthmatic patient.

Since your tenants have not changed their habits despite several verbal reminders, I wanted you to intervene as their owner. Please instruct your tenants to live in a congenial manner and not become a nuisance.

Kindly do the needful to avoid future inconveniences to my family.

Thanking You,

Edward

## Noise Complaint Letter Template

From

\_\_\_\_\_ (your name)

\_\_\_\_\_ (your address)

\_\_\_\_\_

To

\_\_\_\_\_ (name of recipient)

\_\_\_\_\_ (recipient's address)

Date \_\_\_\_\_ (date of writing letter)

Dear Mr/ Mrs/ \_\_\_\_\_ (recipient's name)

I am a resident of ...(mention your location/address).

Despite many reminders, ...(mention about the inconvenience caused to you by the people in discussion ).

Since there has been no change in....(mention how the problem persists) despite several verbal reminders, I wanted you to intervene .

Kindly do the needful to avoid future inconveniences to my family.

Thanking You

\_\_\_\_\_ (your name)

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