Your Name and Address

Today’s Date

Neighbour’s Name and Address

Dear Neighbour [or their name]

This is a friendly note to make you aware that I am being disturbed by light from your property [state address]. The lighting that disturbs me/us/my family is [describe the problem that affects you]. You may not realise it, but the light is affecting the enjoyment of my/our home,

Please do not take this personally. I just wanted to let you know how this is affecting me/us and politely request that you [detail what you would like them to do i.e. redirect the light/install sensor].

Please don’t hesitate to contact me if you would like to discuss this [delete this option if not appropriate]. Thank you in anticipation of your help in this matter.

Yours sincerely