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 smoke/odour from your property [state address]. The smoke/odour that disturbs me/us/my family is [describe the problem that affects you]. You may not realise it, but the smoke/odour 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. stop having bonfires].

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