

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address an ongoing concern regarding persistent noise disturbances that have been affecting my ability to [describe how it affects you, e.g., work, relax, etc.]. Despite previous informal attempts to resolve this issue, the problem has continued to impact my daily life.

The disturbances primarily occur during [specific times/days] and are caused by [describe the source of the noise, e.g., construction, machinery, etc.]. This ongoing situation has become increasingly disruptive and is affecting my quality of life.

I kindly request that you look into this matter and take appropriate actions to resolve it. I appreciate your attention to this issue and look forward to a prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]