

Letter of Request for Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address an ongoing issue that has been affecting my quality of life: persistent noise complaints from my neighbors residing at [Neighbor's Address]. Despite previous attempts to resolve this matter amicably, the situation has not improved.

The noise, which occurs during [specify times], has been disruptive, making it challenging for me and my family to [mention specific impacts, e.g., relax, sleep, work from home]. I have attempted to discuss this issue with my neighbors, but the problem persists.

I kindly request your assistance in pursuing a resolution to this matter. I believe that with your help, we can find a constructive solution that works for all parties involved.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]