

# Noise Complaint Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit a noise complaint regarding [describe the source of noise, e.g., construction, loud music, etc.] occurring at [location or address]. This issue has been affecting my ability to [describe how it affects you, e.g., sleep, work, etc.].

The noise has been occurring consistently since [insert date or time frame], and I believe it violates [mention any relevant noise ordinances or regulations, if applicable]. Despite my efforts to address this issue informally, the problem persists.

I kindly request that you investigate this matter and take appropriate action to mitigate the noise levels. I would appreciate any updates regarding the status of my complaint.

Thank you for your attention to this matter.

Sincerely,

[Your Name]