

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my concerns regarding the excessive noise disruptions caused by the ongoing construction work at [specific location or description of the construction site].

The construction activities have significantly impacted my daily life and the overall well-being of residents in the area. The noise levels have reached an unbearable point, especially during early mornings and late evenings.

While I understand that construction is essential for development, I kindly request that measures be taken to mitigate the noise during non-working hours or explore alternative methods to reduce sound impacts.

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

Sincerely,
[Your Name]