

# Letter of Concern

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the excessive noise levels originating from [specify location or source] that have been affecting our community. The noise has been particularly disruptive during [mention specific times or days], making it difficult for residents to [mention specific impacts, e.g., sleep, work, enjoy their homes].

As a concerned resident of [your area or neighborhood], I believe it is essential for us to maintain a peaceful living environment. I kindly request that immediate action be taken to address this issue, as it is impacting our quality of life.

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

Sincerely,

[Your Name]