

# Contractor Noise Complaint Resolution Procedure

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name]

Subject: Noise Complaint Resolution Procedure

Dear [Contractor's Name],

We have received a noise complaint regarding the work being conducted at [Project Location]. To ensure a smooth resolution, please follow the procedure outlined below:

## 1. Acknowledge the Complaint

Agree to acknowledge the receipt of the complaint within 24 hours.

## 2. Investigation

Conduct an investigation into the sources of noise within [Specify Time Frame].

## 3. Resolution Steps

Identify potential solutions and communicate them to all relevant parties.

## 4. Follow-Up

Conduct a follow-up meeting to ensure the noise levels are acceptable and discuss any further concerns.

Thank you for your attention to this matter. We appreciate your prompt action in addressing this complaint.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]