

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Formal Complaint Regarding Unauthorized Construction

Dear [Recipient's Name],

I am writing to formally express my concern regarding the construction activities taking place at [Neighbor's Address]. It has come to my attention that these activities appear to be unauthorized and have not received the necessary permissions from the local authorities.

The construction work seems to violate zoning regulations and is causing disturbances, including noise and obstruction of view, which negatively impacts my quality of life.

I kindly ask that you cease all construction activities until the proper permits have been acquired. I believe it is essential for us to uphold community standards and regulations to maintain a harmonious living environment.

I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]