

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

Recipient's Name  
Title  
Company/Organization Name  
Address  
City, State, ZIP Code

Dear [Recipient's Name],

I am writing to formally express my concern regarding the persistent noise issues that have been affecting my peaceful enjoyment of my home. Despite previous informal discussions and attempts to resolve this matter, the noise levels remain unacceptably high.

The noise, which primarily originates from [describe the specific source of the noise, e.g., loud music, construction, etc.], typically occurs during [specify the times]. This has not only disrupted my daily activities but has also affected my health and well-being.

I kindly request that you take immediate action to address this issue. I believe that with your assistance, we can work towards a resolution that allows for a peaceful living environment for all parties involved.

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

Sincerely,  
[Your Name]