**[Your name and address and any contact details you are happy to include]**

**[Date]**

[Neighbour’s name [if known] and address]

Dear neighbour [or insert name]

This is a friendly note to let you know that [I am/we are] concerned about the light coming from the [insert location – for example security light] on your property [insert address].

I wanted to let you know that the light is disturbing [me/my family] by [describe how the light is affecting you - for example keeping us awake].

I wanted to make a neighbourly approach to you as a first step, as you may not realise how the light is affecting [me/us].

I would also like to kindly ask you to resolve the issue by [explain what you would like them to do resolve it - for example altering the direction of the light, buying less bright bulbs etc].

I found Lichfield District Council’s website useful for advice and guidance on noise issues at [www.lichfielddc.gov.uk/lightcomplaint](http://www.lichfielddc.gov.uk/lightcomplaint)

Please don’t hesitate to contact me if you would like to further. [Only include this point if you are happy to meet them]

Kind regards,

[Insert your name and sign in the space above]