**[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 [drains/septic tank/private treatment plant] on your property [insert address].

We are concerned that the issue [describe how the waste is affecting you - for example is causing damp or odour problems for your property or causing health and safety issues].

I wanted to make a neighbourly approach to you as a first step, as you may not realise how the issue 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 clearing it up]. Local operators can be easily found through a simple internet search for ‘drain clearing Lichfield District’.

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

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]