

Sample Letter:

Date

Recipient's address

Dear (neighbor's name):

I am writing to discuss the _____ (add specific problem) issue that we talked about recently. Although you agreed that you would remedy the problem, you have made no effort to do so. After consulting our local ordinance (see attached), I feel that I have no alternative but to contact the _____ (add police or local authorities) for assistance in solving the

problem. If you would like to discuss this matter further, please contact me at _____ (add phone number). I hope that we can come to some sort of agreement without involving our local authorities.

Sincerely,

(Sign your name)