Dear Neighbour,

This is a friendly note to let you know I was disturbed on ……………………(date) at …………….(time). You may not know I was affected, so I wanted to let you know.

Description of what happened:

|  |
| --- |
|  |

How it made me/us feel:

|  |
| --- |
|  |

I hope you don’t mind receiving this note, and please don’t take this personally. I just wanted to let you know how it made me/us feel.

From: …………………………………….

Date: …………………………………….

Contact number: ………………………………………………(optional)