

Date: [Insert Date]

To:

[Recipient Name/Title]

[Recipient Organization/Building Management]

[Address or Email]

Subject: Formal Complaint Regarding Noise Disturbance (Audio Evidence Enclosed)

Dear [Recipient Name/Title],

I am writing to formally lodge a **complaint regarding noise disturbance** experienced at [specify your address or location]. Over the past [duration], excessive noise has continually disrupted the tranquility of the environment, greatly affecting my quality of life. The disturbances occur during both daytime and nighttime hours, making rest and daily activities extremely difficult.

In order to substantiate my concerns, I have enclosed/audio-recorded evidence which clearly demonstrates the levels and timings of the noise disturbances. This evidence may be reviewed to verify the severity of the issue.

The repeated and intrusive noise has had a considerable negative impact on my comfort, well-being, and ability to conduct my daily activities. I respectfully request that the necessary steps be taken as soon as possible to investigate and address this matter, so as to restore a peaceful and livable environment for all affected residents.

I appreciate your prompt attention to this complaint and look forward to your response outlining the actions that will be taken to resolve this ongoing issue. Please feel free to contact me at [your phone number] or [your email address] should you need any further information or clarification.

Sincerely,

[Your Name]

[Your Apartment/Unit Number]

[Your Contact Information]

Enclosure: Audio file(s) demonstrating noise disturbances

Your browser does not support the audio element.