

[Insert or amend where appropriate]

Dear Neighbour [or name if known],

I am writing to you as a neighbour/nearby resident.

This is a friendly note to make you aware that I/my family are being disturbed by light emanating from your property, [write address here... ]

The light that disturbs me/my family is [describe light and location here].

I would be grateful if you could [alter the angle of the light/turn it off at night/adjust the sensor].

Please do not take this personally as I really hope we can solve this in a friendly way.

Please contact me if you want to discuss this face-to-face [delete this option if not appropriate].

Many thanks.

Name Address and contact details