SAMPLE LETTER TO NEIGHBORS INFORMING THEM OF EVENT/PARTY

Dear Neighbour,

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I live at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I/we wanted to let you know that I/we will be having a party at my/our home on \_\_\_\_\_\_\_\_\_ and there may be a number of people parking around the area and additional noise from music and guests. The event is starting around \_\_\_\_\_ and planned to finish at\_\_\_\_\_\_, when the music will be turned down and any remaining guests taken inside.

I wanted to apologize in advance for any inconvenience, and will do my/our very best to keep the music level and noise to a respectable level and ensure that my/our guests leave quietly.

If you do have any concerns on the night that we are being too loud or regarding the conduct of any of my/our guests please call me/us on\_\_\_\_\_\_\_\_\_\_.

Thank you in advance for your understanding and apologize again for any disturbances, and assure you this will not be a regular occurrence

Kind regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_