***Important note:***

*Please note that this letter should be personalised depending on your situation, namely the fields highlighted in yellow. Don’t forget to delete our comments in* ***grey*** *and this note.*

Mr/Ms

Your name

Your address

**Registered letter**

Name of your landlord

Address of your landlord

Place, date

**Reporting the inappropriate conduct of Mr/Ms X**

Dear Sir/Madam

I am writing with regard to our telephone call on DD Month YYYY, in which I reported the unpleasantness caused by my neighbour, Mr/Ms X.

I informed you that they *(name the unpleasant occurrences caused by your neighbour, e.g. listens to music late at night, repeatedly slams doors, etc.).*

My attempts to talk about this with Mr/Ms X have been unsuccessful. As the issue cannot be resolved due to the uncooperative behaviour of my neighbour, the use of my apartment is compromised.

As my quality of life in this apartment is compromised, I request that you intervene with Mr/Ms X as soon as possible and arrange a solution.

Thank you in advance for your efforts. Yours sincerely

Name and signature