

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title or Position]  
[Company/Organization Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally complain about the excessive noise levels coming from [specific location or source of noise, e.g., a construction site, a neighboring apartment, etc.]. The noise has been particularly disruptive during [specific times or days], making it difficult for me [to concentrate, to sleep, etc.]. I believe that this noise issue not only affects my quality of life but may also be in violation of local noise ordinances.

I kindly request that you take appropriate measures to address this matter. If necessary, I am willing to discuss this issue in person to find a resolution.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]