**[Your name and address and any contact details you are happy to include]**

**[Date]**

[Neighbour’s name [if known] and address]

Dear neighbour [or insert name]

This is a friendly note to let you know that [I am/we are] being disturbed by [smoke/a bonfire] that we believe is coming from your property [insert address].

I wanted to let you know that the smoke is disturbing [me/my family] by [describe how the smoke is affecting you - for example getting into our house/stopping us from using our garden].

I wanted to make a neighbourly approach to you as a first step, as you may not realise how the smoke is affecting [me/us].

I would also like to kindly ask you to resolve the smoke issue by [explain what you would like them to do resolve it - for example move the bonfire away from your property/not have bonfires in certain conditions].

I found Lichfield District Council’s website useful for advice and guidance on smoke issues/bonfires at [www.lichfielddc.gov.uk/smokecomplaint](http://www.lichfielddc.gov.uk/smokecomplaint)

Please don’t hesitate to contact me if you would like to further. [Only include this point if you are happy to meet them]

Kind regards,

[Insert your name and sign in the space above]