**[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] concerned about the build-up of waste [inside/outside] your property [insert address].

We are concerned that the waste [describe how the waste is affecting you - for example is attracting rats and vermin, encroaching onto the highway, causing damp or odour problems for your property or causing health and safety issues].

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

I would also like to kindly ask you to resolve the waste issue by [explain what you would like them to do resolve it - for example clearing it up].

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

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]