5 November 20xx

Dear Jake,

I am writing to you about a problem I am having when you play the drums.

I am retired and have poor health. Because of this I am usually home during the day and need to rest for a time each day, usually between 1.00pm and 3.00pm.

Since August of this year you have played the drums almost every day at the time I need to rest.

I appreciate your right to use your home and practice your music, but your actions are seriously disrupting my rest and affecting my already poor health.

I want to suggest some steps that will reduce the disturbance to me.

- I do not rest between the hours of 3 and 5 pm and it would be less disturbing to me if you played at that time.
- The sound would be less if you shut your windows and doors when you play.
- The accompanying music is also loud. If you listened to music via headphones this would reduce the amount of noise I hear.

If there is anything else that you could try that would be very helpful. Please contact me if you would like to discuss this letter or my requests.

Regards,

Margaret Lang