

Neighbour 1<sup>st</sup> response letter

<Name>  
<Address>  
<Address>  
<Address>  
<Postcode>

Date:

Our ref:

Dear <Name of Neighbour>

**RE: Complaint <details of complaint>**

Thank you telling me about <insert details of incident> on <date>.

I confirm that I have arranged to meet with the tenant(s) to discuss your concerns and shall contact you shortly thereafter to advise you of the outcome of this meeting.

In the meantime if you have any other concerns or wish to discuss this further please do not hesitate to contact me.

You may also wish to contact the Police or City of Edinburgh Council's Community Noise Team by calling 101 or contact your local Community Safety Team by calling 0131 200 2000.

Yours sincerely

<Name of Landlord>

Neighbour No Evidence letter

<Name>  
<Address>  
<Address>  
<Address>  
<Postcode>

Date:

Our ref:

Dear <Name of Neighbour>

**RE: Complaint <details of complaint>**

Thank you telling me about <insert details of incident> on <date>.

I would like to inform you that after investigating I was unable to find any proof of antisocial behaviour and I am unable to take this matter any further.

I will keep you complaint on file. Should there be any further instances please contact me.

Yours sincerely

<Name of Landlord>

Neighbour – Follow Up Letter

<Name>  
<Address>  
<Address>  
<Address>  
<Postcode>

Date:

Our ref:

Dear <Name of Neighbour>

**RE: Complaint <details of complaint>**

Further to your complaint of <date> regarding <insert details>, I write to notify you that I met with the tenant(s) of < insert property address>.

The outcome of the meeting was as follows:

- <insert details of agreement>
- <insert details of agreement>

Should you wish to discuss the matter further, I would be happy to meet with you at a mutually convenient time.

If any further problems arise please contact me at the earliest opportunity, in order that I can take appropriate steps to resolve the matter.

You may also wish to contact the Police or City of Edinburgh's Council's Community Noise Team by calling 101 or contact your local Community Safety Team by calling 0131 200 2000.

Yours sincerely

<Name of Landlord>