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*USING THIS LETTER:*1. Fill in the areas that are marked with square brackets - [LIKE THIS].
2. Print and Sign.
3. Make a copy then post the letter.
4. Do NOT send this instruction page.

*WHEN TO USE THIS LETTER:*Use this letter to notify your landlord if: 1. you have a complaint about another tenant; and
2. that tenant lives in a separate property to you, but rents that property from the same landlord as yourself.

Your landlord must take all reasonable steps to ensure that none of the other tenants interfere with your rights to reasonable peace, comfort and privacy in the use of the premises. This obligation is balanced against the interests of the other tenants and the occasion. If you feel your landlord has failed to take all reasonable steps, then you may apply for compensation in the Tenancy Tribunal.  |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[LANDLORD’S NAME]

[LANDLORD’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [LANDLORD’S NAME]

**RE: CONCERNS ABOUT OTHER TENANTS – [ADDRESS OF OTHER PROPERTY]**

I am writing to raise my concerns about your tenants at a neighbouring property to me. I believe your tenants at the neighbouring property have acted in a way that interferes with my use of the property I rent from you.

The other tenants have interfered with my reasonable peace, comfort and privacy in the following way:

[LIST WHAT THE OTHER TENANTS HAVE DONE TO INTERFERE WITH YOUR PEACE, COMFORT AND PRIVACY]

I ask that you take whatever steps you can to ensure this behaviour does not continue in the future.

Please let me know how you intend to deal with this or if you have any questions. I look forward to hearing from you. Thank you for your help.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]