

Complain letter/ Semi-formal

You have been living in a rental apartment for the past year. Recently a new neighbour moved in and has been making a lot of noise, which disturbs you

Write a letter to the proprietor. In your letter:

- **explain the situation**
- **describe why it bothers you**
- **suggest a solution**

Write at least 150 words.

You should spend about 20 minutes on this task.

Dear Mr Shah,

I hope you and your family are all well. Hereby, I am writing to express my extreme dissatisfaction in connection with a problem I have with the new tenant, namely Jack, who has moved in downstairs. The reason behind is that unfortunately, his habits and needs seem to be quite different from my own.

Before I begin let me tell you that I have been living in an apartment of yours number 232, third floor, Tower Complex. The issue is that Jack is a professional musician who plays his electric guitar late into the night. I understand he is in a band and needs to practice, however, I think it is not acceptable to a residential building such as ours.

As I mentioned to you when I signed the lease to the apartment, I am a full-time writer who works from home. For me, it is essential to have silence so I can concentrate on my work. With Jack playing at all hours, I have been unable to get any of my writing done, except when he is out. The situation turned worse when in some cases, I have even been forced to leave the apartment and work at a nearby coffee shop or library as the guitar playing was causing such a disturbance.

Therefore, I would appreciate it if you could speak to Jack and ask him to turn down the volume on his guitar or else to use headphones. Although, I have spoken to him about it, it did not bother him at all.

Thank you kindly in advance and please give my best regards to your family,

Yours sincerely,
Kiranjot