Dear Ms/Mr. \_\_\_\_\_\_\_\_\_\_\_\_(receiver’s name),

This is this to bring to your attention to the problems caused by the location of your office building and your staff to its immediate neighbor. The building is situated in a residential area and hence must comply with certain moral and social responsibilities.

Most of the garbage from your office is being thrown directly on the roads. This causes the pedestrian’s problem in walking and also leads to the blockage of pipes along the road.

There is no arrangement for parking around your office, and most of the cars belonging to your staff are parked on the road causing traffic jams. The noise level generated from your building is also very great esp. that of the generator. This is causing problems for neighbors.

This has been informed by your office earlier also, but no steps were taken. We request you to consider the matter immediately, and steps are taken in this regard, failing which we might be forced to pursue a legal course of action,

Yours,

\_\_\_\_\_\_\_\_\_

(your name)