[Your name]

[Your address]

[Neighbor’s name, if known]

[Neighbor’s address]

[Date]

Re: Request for your assistance

Dear neighbor,

I hope you are doing well. I’m writing because I have lately noticed something coming from your property which is affecting my ability to use my property. Nighttime lighting is shining from your property across the property line into my property, causing light trespass. You may not realize this violates the [FILL IN TOWN/CITY INFO, e.g., Canton Zoning Code (§470-704 Outdoor Lighting, https://ecode360.com/41260006)]. This has been affecting me for approximately the past [\_\_\_\_\_\_\_ weeks/months].

I would really appreciate it if you solved this issue so that I can go back to enjoying my property. If you’d like to chat about it further, please feel free to email me at the following: [email address]

Thank you.

Sincerely,

[First Name]