You live in an apartment building but are having trouble with the behavior of your neighbors. Write a letter to inform the building manager of the situation. In your letter,

* explain who you are
* describe the situation concerning your neighbors’ behavior
* suggest how the situation could be dealt with

Dear Sir/Madam,

I am writing to you to complain about a recurring situation I have been encountering as a resident of Congress Condominiums.

To begin, my name is David Stallworth and I am a resident of apartment 5A. I have been living in my condominium for the last 3 years, and the first two were very enjoyable. For the most part, I am still quite content with my overall living situation.

However, in the last year, the condominiums on both sides of mine were sold to my new neighbors. They are very nice, but the trouble is that they are quite young and have a penchant for coming home very late and playing music incredibly loudly, which disturbs my sleep.

I would appreciate it if you would speak to my neighbors about this. I do not want to cause them any trouble, but I would like them to be reminded of the building regulations regarding noise and clearly understand that playing loud music at night is negatively affecting their neighbors.

I look forward to your response.

Yours faithfully,

David Stallworth