

Dear [neighbor's name],

I'm writing to you about an issue that I've been having and which I was hoping you could help me with.

I have been struggling to do [activity] around [time of day] as the sound of your footsteps is carrying loudly through the floor of your apartment and into mine. I have tried [method of silencing background noise]. However, I can still hear the footsteps.

As you may know, our tenancy agreement states that 'x; percentage of the floor be covered in rugs. Kindly advise if your carpeting is compliant with this clause? Furthermore, the agreement states that occupants should be quieter between 'x pm and x am', yet I seem to hear you moving around quite loudly during those hours, which makes sleep rather difficult for me.

While I know that I cannot ask you to alter the way you walk, I would be most appreciative if you could bear me in mind when you go about your daily and nightly tasks and perhaps find a way to dampen the sound of footsteps from your side, especially during the agreement's quiet hours. As mentioned, I have done all I can from this side.

If you'd like to come downstairs and hear how it sounds, let me know, and we can make that happen. I trust I am not being unreasonable when I say that the sound is excessively loud. My contact information is below if you'd like to set something up or discuss this more in-depth.

Thank you for taking the time to read this letter.

Best regards,

[your name/signature]

[contact information]