Sample letter to send to your neighbour

(Insert your name

Insert your address)

Dear neighbour,

I am writing to you to let you know in advance, that I am planning to have a bonfire on **(insert date)** at this time **(insert time from and until)**

I am planning to have the bonfire at **(insert your address)**. I have had a look at the Councils website and will be following their advice which I hope will keep the smoke nuisance to a minimum.

Please feel free to contact me on **(insert your contact details)** if this date or time will be a great inconvenience to you.

Best Regards

(sign your name)