**[DATE]**

Dear Neighbour

**RE: BARKING DOG**

The barking/howling of your dog has reached a point where I feel the need to bring this to your attention.

I realise you may not be aware of the impact the noise is causing, and I would like to raise this issue with you directly in the first instance. I hope that you are able to make changes to reduce the noise, in order to prevent escalation to Mackay Regional Council.

I have enclosed a fact sheet with information which may help you identify why your dog is causing a disturbance, as well as techniques to reduce barking.

For your information, your dog has barked/howled during the following days and times:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Morning** | **Mid-Day** | **Afternoon** | **Evening** | **Overnight** |
| **Weekdays** |  |  |  |  |  |
| **Weekends** |  |  |  |  |  |

Your dog seems to bark/howl when

I would appreciate your assistance to resolve this issue as quickly as possible.

Many thanks,

Your Neighbour