official notification to neighbors about a party

Dear Neighbors,

We are writing to inform you that we will be hosting a party at our residence on [Date] from [Start

Time] to [End Time]. We wanted to notify you in advance to minimize any inconvenience.

Please feel free to contact us if you have any concerns. We appreciate your understanding and

hope to keep noise levels reasonable.

Sincerely,

[Your Name]

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https://www.lettersandtemplates.com/letters/party-notification-to-neighbors-letter