**Hi [Neighbours’ Names],**

I hope you're doing well!

Just a quick note to let you know we’ll be hosting a **[type of event, e.g., birthday party, BBQ, etc.]** at our place on **[day, date]**, from **[start time] to [end time]**.

There may be a bit of extra noise and a few more cars parked on the street than usual during that time, so we really appreciate your patience and understanding. We’ll do our best to keep everything respectful and wrap things up by the time mentioned above.

If there's anything we can do to make things easier on your end, please feel free to let us know—we want to be considerate neighbours and avoid any unnecessary disruption.

Thanks so much

**All the best,**  
**[Your Name(s)]**

**[Your contact number if you wish to provide]**