

## Email template

Host email address - [cambridge@hoststudents.com](mailto:cambridge@hoststudents.com) (for the student buildings: Crick House, Aston House, Bragg House)

Railyard email address - [cambridge@downingstudents.com](mailto:cambridge@downingstudents.com) (for the student buildings: Stephenson House, Telford House, Brunel)

Dear Host / Railyard (delete as appropriate),

I would like to report a case of **INSERT TYPE OF INCIDENT HERE** (what description best matches the issue – eg, noise and loud music) that occurred on **DATE**.

At **\_\_pm/am** (insert time of the incident), **I/We** heard **DESCRIPTION OF INCIDENT** (eg, noise) at **SPECIFIC LOCATION** (eg, coming from the pocket park between Huxley House and Gilbert House). The incident involved about **\_\_ people** (insert **approximate number of people if known**). I would say this incident lasted around **\_\_ minutes / hours** (delete as appropriate).

Could you please look into this and see what you can do.

Many Thanks,

**NAME**