Hi Neighbor,

Please allow me to introduce myself, I’m your neighbor, [insert your name]. I have hesitated to talk to you about this, but your [specify which outdoor lights and state the problem the lights create].

I am not asking you to remove your lights, but just make some changes to help me. And I’m happy to pitch in to help get it done. This could be any combination of things, such as:

* Re-direct lights down onto the ground where they will do the most good,
* shield them to reduce glare,
* use lower-wattage bulbs if they would do what you need,
* add timers to turn off your lights when they’re not needed, for example, when you retire for the night,
* add motion sensors which alert you if someone is in your yard after dark and have the added benefit of reducing your electric bills by keeping the lights off when they’re not needed.

Thank you so much for your time and understanding.

[Your name and contact information]