

Date: [Insert Date]

To: [Recipient Name/Tenant Name]

Address: [Unit Number/Street Address]

Subject: Courtesy Notice Regarding Noise Disturbance

Dear [Recipient Name],

This letter is to inform you that we have received a formal complaint regarding noise levels originating from your residence. The disturbance was reported to have occurred on [Date of Incident] at approximately [Time].

The specific concern mentioned was: [Describe noise, e.g., loud music, barking dog, heavy footsteps].

We understand that living in close proximity to others requires balance; however, we would like to remind you of the noise policies outlined in your [Lease Agreement/Community Rules]. Residents are expected to keep noise at a reasonable level at all times and strictly observe quiet hours from [Start Time] to [End Time].

This is an initial warning. We ask that you please be mindful of your neighbors to ensure a peaceful living environment for everyone. No further action is required at this time, provided the issue is addressed.

If you have any questions or believe this report was made in error, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Property Name/Organization]