

Date: [Date]

To: [Tenant Name]

Address: [Unit Number/Address]

Subject: FORMAL WARNING - VIOLATION OF QUIET HOURS

Dear [Tenant Name],

This letter serves as a formal warning regarding noise disturbances originating from your unit. We have received reports of excessive noise occurring on [Date of Incident] at approximately [Time].

As per your lease agreement, quiet hours are observed from [Start Time] to [End Time] daily. Specifically, the following behavior was reported: [Description of Noise, e.g., loud music, shouting, heavy footsteps].

Living in a multi-unit building requires all residents to be mindful of their neighbors. This level of noise is a violation of the community rules and disrupts the peaceful enjoyment of other residents.

Please ensure that all noise levels are kept to a minimum during the designated quiet hours. Continued violations may result in further action, including fines or termination of your tenancy.

If you have any questions regarding this notice, please contact the management office immediately.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/Landlord Name]

[Phone Number]