

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address/Unit Number]

RE: FORMAL WARNING - UNAUTHORIZED PARTY AND NOISE VIOLATION

Dear [Tenant Name],

This letter serves as a formal warning regarding a noise disturbance reported at your residence on [Date of Incident] at approximately [Time].

Management received reports of an unauthorized party involving excessive noise, loud music, and [mention other issues, e.g., large crowds or loitering in common areas]. These actions are a direct violation of your lease agreement, specifically the section regarding "Quiet Enjoyment" and "Guest Policy."

As a reminder, all residents are entitled to the quiet enjoyment of their homes. Excessive noise that disturbs neighbors is not permitted at any time, and quiet hours are strictly enforced between [Start Time] and [End Time].

Please consider this your first and final warning. Further reports of unauthorized gatherings or noise violations may result in additional penalties, including fines or the initiation of eviction proceedings as permitted by your lease and local laws.

We value you as a resident and ask for your immediate cooperation in ensuring this behavior does not recur.

Sincerely,

[Your Name/Management Name]

[Title]

[Phone Number]