

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address/Unit Number]

RE: FIRST WARNING NOTICE OF NOISE VIOLATION

Dear [Tenant Name],

This letter serves as a formal warning regarding a noise complaint received concerning your unit on [Date of Incident] at approximately [Time].

It has been reported that the noise level originating from your residence was excessive due to [Brief Description, e.g., loud music, shouting, or heavy foot traffic]. This behavior is a violation of your lease agreement, specifically Section [Insert Section Number], which outlines the right to "Quiet Enjoyment" for all residents.

We understand that noise can occur during daily living; however, we must request that you keep noise levels to a minimum, especially during designated quiet hours from [Start Time] to [End Time].

Please consider this a courtesy notice. No further action is being taken at this time. However, continued complaints or further violations may result in additional warnings, fines, or legal action including the termination of your tenancy.

We value having you as a resident and appreciate your immediate cooperation in ensuring a peaceful environment for everyone in the building.

Sincerely,

[Your Name/Management Name]

[Property Management Company]

[Phone Number]