

## NOTICE OF NOISE COMPLAINT VIOLATION

Date: [Insert Date]

To: [Tenant Name/Business Name]

Address: [Unit Number/Suite]

[Property Name]

Dear [Contact Person Name],

This letter serves as formal notice that we have received a formal complaint regarding excessive noise levels emanating from your leased premises.

### Details of Violation:

- Date of Incident: [Insert Date]
- Time of Incident: [Insert Time]
- Description of Noise: [e.g., Loud music, machinery, construction after hours]

Per your lease agreement, specifically Section [Insert Section Number], tenants are required to maintain noise levels that do not interfere with the quiet enjoyment or business operations of neighboring tenants.

Please take immediate action to ensure that noise levels are kept within acceptable limits. Continued violations may result in further action, including fines or legal proceedings as outlined in your lease agreement.

If you have already addressed this issue, please notify us in writing of the steps taken to prevent future occurrences. If you wish to discuss this matter, please contact the management office at [Insert Phone Number].

Thank you for your prompt cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]