

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF VIOLATION - NOISE COMPLAINT

Dear [Homeowner Name],

This letter serves as formal notice that the [HOA Name] Board of Directors has received a formal complaint regarding excessive noise originating from your property on the following date(s) and time(s):

Incident Details: [Date and Time of Noise]

According to the Association's Governing Documents, specifically [Section/Article Number] of the CC&Rs, residents are required to maintain a reasonable volume level and respect "quiet hours" which are established from [Start Time] to [End Time]. The reported activity, [Brief Description of Noise, e.g., loud music/barking/late night party], is considered a violation of these rules.

We kindly ask that you take immediate steps to ensure this issue does not recur. Our goal is to maintain a peaceful and enjoyable environment for all members of the community.

Please be advised that further violations may result in formal action, which may include fines as outlined in the Association's enforcement policy.

If you believe this notice has been sent in error, or if you wish to discuss this matter further, please contact the Management Office at [Phone Number] or [Email Address] within [Number] days of receipt of this letter.

Thank you for your prompt cooperation.

Sincerely,

[Your Name/Signature]

[Title, e.g., Board President / Property Manager]

[Homeowners Association Name]