

Date: [Insert Date]

To: [Tenant Name]

Address: [Unit Number/Address]

Subject: Formal Warning Regarding Noise Disturbance

Dear [Tenant Name],

This letter serves as a formal notification that we have received a complaint regarding excessive noise coming from your residence on [Date of Incident] at approximately [Time].

The reported disturbance involved: [Describe noise, e.g., loud music, shouting, barking].

Please be reminded that according to your lease agreement, all residents are entitled to the quiet enjoyment of their homes. Excessive noise that disturbs neighbors is a violation of your rental terms, specifically [Clause Number, if known].

We ask that you please be mindful of your noise levels, especially during quiet hours which are from [Start Time] to [End Time].

This is an initial warning. We value you as a tenant and hope that this matter can be resolved immediately without further action. However, continued complaints may lead to further measures, including potential legal action or lease termination.

If you have any questions regarding this notice, please contact the management office at [Phone Number].

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/Landlord]