

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address / Unit Number]

Subject: FORMAL WARNING: Unauthorized Party and Noise Complaint

Dear [Tenant Name],

This letter serves as a formal warning regarding an unauthorized party and excessive noise originating from your unit on [Date of Incident] at approximately [Time].

We have received complaints regarding:

- Excessive volume of music and shouting.
- Large groups of unauthorized guests in common areas.
- Disturbance of the peace during quiet hours (from [Start Time] to [End Time]).

This behavior is a direct violation of your Lease Agreement, specifically Section [Insert Section Number, e.g., "Noise and Conduct"], which requires all residents to maintain a peaceful environment and respect the rights of neighbors.

Please be advised that further reports of noise disturbances or unauthorized gatherings will result in formal disciplinary action, which may include monetary fines or the initiation of eviction proceedings.

We value you as a tenant and ask for your immediate cooperation in ensuring this does not happen again.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]

[Phone Number]