

Date: [Insert Date]

To: [Tenant Name/Business Name]

Unit Number: [Insert Unit/Suite Number]

Property Address: [Insert Property Address]

RE: OFFICIAL NOTICE OF NOISE COMPLAINT

Dear [Tenant Contact Person],

This letter serves as a formal warning regarding noise disturbances originating from your leased premises. We have received formal complaints concerning excessive noise levels occurring on the following date(s) and time(s):

[Insert Date/Time of Incidents]

According to your Lease Agreement, specifically Section [Insert Clause Number], tenants are required to conduct business in a manner that does not interfere with the quiet enjoyment of neighboring tenants or violate local noise ordinances. The reported noise levels are considered a violation of these terms.

We value your presence in the building; however, we must ensure a professional environment for all occupants. Please take immediate steps to mitigate the noise produced by your operations. This may include adjusting operating hours for loud machinery, reinforcing soundproofing, or managing staff/customer volume.

Failure to rectify this issue or subsequent noise complaints may result in further action, which could include fines as outlined in your lease or legal proceedings regarding a breach of contract.

Please acknowledge receipt of this letter and provide a brief explanation of the steps you are taking to resolve this matter by [Insert Date].

Thank you for your immediate cooperation.

Sincerely,

[Your Name/Signature]

[Your Title]

[Property Management Company/Landlord Name]

[Contact Phone Number]