

Date: [Current Date]

To: [Tenant Name(s)]

Address: [Property Address and Unit Number]

Subject: FIRST WARNING NOTICE OF NOISE POLICY VIOLATION

Dear [Tenant Name],

This letter serves as a formal warning regarding a noise disturbance reported at your residence. According to our records, a noise violation occurred on [Date of Incident] at approximately [Time].

The reported disturbance involved: [Brief description of noise, e.g., loud music, shouting, barking dog].

Please be advised that this behavior is a violation of your Lease Agreement and the building's Noise Policy, specifically: [Reference section of lease or policy]. Our policy requires all residents to maintain a reasonable level of quiet to ensure the peaceful enjoyment of the premises for all neighbors, especially during quiet hours from [Quiet Hour Start Time] to [Quiet Hour End Time].

We value you as a tenant; however, it is essential that you comply with these rules. Please take immediate steps to ensure that such disturbances do not happen again.

Be aware that further violations of the noise policy may result in additional warnings, fines, or legal action, including the termination of your tenancy.

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

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/Landlord Name]