

DATE: [Insert Date]

TO: [Tenant Name]

ADDRESS: [Unit Number]

RE: FIRST NOTICE OF NOISE VIOLATION

Dear [Tenant Name],

This letter serves as a formal notice regarding reports of excessive noise coming from your household or your guests in the common courtyard area.

Incident Details:

Date: [Insert Date]

Time: [Insert Time]

Description: [Insert brief description, e.g., loud music, shouting, large gathering]

As stated in your lease agreement and the community building rules, all residents are entitled to the quiet enjoyment of their premises. Excessive noise in common areas disrupts the peace and comfort of your neighbors.

Please ensure that you, your occupants, and your guests keep noise levels to a minimum when using the courtyard, especially during quiet hours which are from [Start Time] to [End Time].

We value having you as a resident and appreciate your immediate cooperation in resolving this matter. If you have any questions regarding this notice, please contact the management office at [Phone Number].

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]