

Date: [Date]

To: [Recipient Name]

Address/Unit Number: [Unit Details]

Subject: Formal Warning Regarding Aggressive Behavior in Common Areas

Dear [Recipient Name],

This letter serves as a formal warning regarding your recent conduct in the building's common areas. It has been reported and documented that on [Date] at approximately [Time], you engaged in aggressive behavior in the [Specific Location, e.g., Lobby/Gym/Parking Lot].

Specifically, the following actions were noted:

[Insert brief description of incident, e.g., shouting, physical intimidation, or use of profanity].

This behavior is a violation of the [Community Rules/Code of Conduct/Lease Agreement]. Our policy strictly prohibits any form of aggression, harassment, or intimidation to ensure the safety and comfort of all residents and staff.

Please be advised that this conduct will not be tolerated. We expect you to maintain a respectful and professional demeanor when using all shared facilities. Failure to comply with these standards or any further incidents of aggression may result in further disciplinary action, including [loss of common area privileges/termination of lease/legal action].

A copy of this warning will be placed in your permanent file. If you wish to discuss this matter or provide your account of the incident, please contact [Name/Department] at [Phone Number/Email] by [Deadline Date].

Sincerely,

[Your Name/Signature]

[Your Title]

[Management/Company Name]