

**Date:** [Insert Date]

**To:** [Recipient Name]

**Address:** [Recipient Unit Number/Address]

**Subject: Letter of Reprimand - Disruptive Amenities Usage**

Dear [Recipient Name],

This letter serves as a formal reprimand regarding your conduct while using the community amenities, specifically the [Name of Amenity, e.g., Pool, Gym, Clubhouse], on [Date of Incident].

It has been reported and documented that your behavior was disruptive to other users. Specifically: [Insert brief description of behavior, e.g., excessive noise, failure to follow posted rules, or harassment of others].

Our community guidelines are designed to ensure that all residents and guests can enjoy these facilities in a safe and peaceful environment. Your actions on the date mentioned above were in violation of [Section/Rule Number] of the [Homeowners Association/Apartment Complex] Rules and Regulations.

Please be advised that further incidents of disruptive behavior or violations of amenity policies may result in the temporary or permanent suspension of your access privileges, or additional administrative fines as outlined in your agreement.

We request your full cooperation in maintaining a respectful environment for all residents. If you have any questions regarding this notice, please contact the management office during regular business hours.

Sincerely,

[Your Name/Signature]

[Your Title/Property Management Name]