

Date: [Insert Date]

To: [Recipient Name/Tenant Name]

Address: [Unit Number/Full Address]

Subject: FORMAL WARNING - THREATENING BEHAVIOR

Dear [Recipient Name],

This letter serves as a formal written warning regarding your conduct toward [Name of Staff Member/Property Management Personnel] on [Date of Incident] at approximately [Time].

It has been reported that during this encounter, you engaged in the following behavior:

- [Describe specific behavior: e.g., verbal threats, aggressive gestures, or intimidation].

This behavior is a direct violation of your lease agreement, specifically Section [Insert Lease Section Number], which outlines the "Right to Quiet Enjoyment" and "Rules of Conduct." Threatening, harassing, or intimidating property management staff is strictly prohibited and will not be tolerated.

Our staff has the right to perform their duties in a safe environment free from hostility. Please be advised that any further incidents of aggressive or threatening behavior will result in immediate legal action, which may include:

- Termination of your tenancy/lease agreement.
- Eviction proceedings.
- Reporting the matter to local law enforcement.

We expect all future communications with management and staff to remain professional and respectful. If you have concerns regarding property matters, please submit them in writing to [Insert Email/Department].

Please acknowledge receipt of this letter by signing below and returning a copy to the management office.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

Acknowledgment of Receipt:

Signature: _____ Date: _____