

Date: [Insert Date]

To: [Recipient Name/Resident Name]

Address: [Recipient Address/Unit Number]

Subject: NOTICE OF VIOLATION: Excessive Noise in Recreation Area

Dear [Recipient Name],

This letter serves as a formal notice regarding a noise violation that occurred at the [Name of Recreation Area, e.g., Pool, Clubhouse, Park] on [Date of Incident] at approximately [Time].

It has been reported that your conduct/the conduct of your guests exceeded the acceptable noise levels permitted by [Association/Management/City] rules. Specifically: [Insert brief description, e.g., loud music, shouting, use of speakers after hours].

According to [Section/Rule Number] of the [Bylaws/Rules and Regulations]:
"[Insert relevant rule text regarding noise or quiet hours here]"

To ensure all residents can enjoy the common facilities, we ask that you adhere to the following guidelines moving forward:

- Keep volume at a conversational level.
- Observe designated quiet hours from [Start Time] to [End Time].
- Ensure all guests are aware of and follow these regulations.

Please be advised that further violations may result in [fines, suspension of facility privileges, or other disciplinary actions] as outlined in our governing documents.

If you believe this notice has been sent in error or if you wish to discuss this matter further, please contact the office at [Phone Number] or [Email Address].

Thank you for your cooperation in maintaining a peaceful environment for our community.

Sincerely,

[Your Name/Property Manager Name]
[Organization/Association Name]