

[Date]

[Tenant Name]

[Address/Unit Number]

[City, State, Zip Code]

RE: NOTICE OF NOISE COMPLAINT - FIRST WARNING

Dear [Tenant Name],

This letter serves as a formal warning regarding noise disturbances originating from your unit. We have received reports concerning excessive noise on the following date(s) and time(s):

[Insert Date and Time of Incident]

The reported disturbance involved: [Insert Description, e.g., loud music, shouting, barking dog, heavy footsteps].

Please be reminded that per your lease agreement, all residents are entitled to the "quiet enjoyment" of their premises. Our building policy requires that noise be kept to a minimum during designated quiet hours, which are from [Start Time] to [End Time].

We value you as a resident and ask for your cooperation in maintaining a peaceful environment for everyone in the building. Please take the necessary steps to ensure that such disturbances do not happen again.

Failure to comply with the terms of your lease regarding noise may result in further action, including potential fines or termination of your tenancy.

If you have any questions regarding this matter, please contact the management office at [Phone Number].

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/Landlord Name]