

Date: [Insert Date]

To: [Tenant Name]

Address: [Unit Number/Street Address]

Subject: FIRST NOTICE: Reminder Regarding Quiet Hours

Dear [Tenant Name],

This letter serves as a friendly reminder regarding the noise and quiet hour policies outlined in your lease agreement. We have recently received reports of noise disturbances originating from your unit during restricted hours.

As a reminder, our designated quiet hours are:

- [Insert Start Day/Time] to [Insert End Day/Time]

Please ensure that music, television volume, social gatherings, and other household activities are kept at a level that does not disturb your neighbors during these times. Maintaining a peaceful environment is essential for the comfort of all residents in the building.

We appreciate your immediate cooperation in this matter. If you have any questions regarding this notice, please contact the management office at [Insert Phone Number].

Sincerely,

[Your Name/Property Management Name]

[Contact Information]