

Date: [Insert Date]

To: [Tenant Name]

Address: [Unit Number/Street Address]

**Subject: Notice of Reminder - Quiet Hours Policy**

Dear [Tenant Name],

This letter serves as a formal reminder regarding the Quiet Hours Addendum included in your lease agreement. As stated in your contract, quiet hours are in effect during the following times:

**[Insert Days, e.g., Monday - Sunday]: [Insert Start Time, e.g., 10:00 PM] to [Insert End Time, e.g., 8:00 AM]**

We have received reports regarding noise levels originating from your unit during these restricted hours. Please be mindful that excessive noise, including loud music, shouting, or heavy impact sounds, disturbs the quiet enjoyment of the premises for your neighbors.

We value having you as a resident and request your cooperation in adhering to these guidelines to ensure a peaceful living environment for everyone in the building.

Please be advised that repeated violations of the Quiet Hours Addendum may result in further action according to the terms of your lease agreement.

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

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/Landlord Name]