

**Date:** [Insert Date]

**To:** [Tenant/Resident Name]

**Address:** [Insert Property Address/Unit Number]

**Subject: FIRST WARNING - NOISE ORDINANCE VIOLATION**

Dear [Tenant Name],

This letter serves as a formal warning regarding a noise complaint received concerning your residence on [Date of Incident] at approximately [Time].

It has been reported that noise levels originating from your unit exceeded the acceptable limits established by [Property Name / Local City Ordinance]. Specifically, the complaint involved: [Describe Noise - e.g., loud music, shouting, barking].

Please be advised that your lease agreement and local ordinances require residents to maintain a peaceful environment and respect the quiet enjoyment of neighbors, particularly during "Quiet Hours" which are from [Start Time] to [End Time].

We value you as a resident and ask for your cooperation in ensuring this issue does not recur. Further violations may result in fines or further action according to your lease agreement.

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

Sincerely,

[Your Name/Property Manager]

[Property Name/Company]