

Date: [Insert Date]

To: [Tenant/Resident Name]

Address: [Insert Property Address/Unit Number]

Subject: NOTICE OF NOISE ORDINANCE INFRACTION

Dear [Tenant/Resident Name],

This letter serves as a formal notice regarding a noise disturbance reported at 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 [Local City Ordinance Name or Lease Agreement Section]. Specifically, the disturbance involved [Description of Noise, e.g., loud music, shouting, or heavy machinery].

Please be advised that quiet hours are enforced between the hours of [Start Time] and [End Time]. Excessive noise during these hours disrupts the peace and quiet enjoyment of neighboring residents.

Action Required:

Please ensure that noise levels are kept to a minimum, especially during designated quiet hours. Future infractions may result in [List Consequences, e.g., fines, formal grievances, or lease termination].

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

Thank you for your immediate cooperation and for being mindful of your neighbors.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/Landlord Name]