

Date: [Insert Date]

To: [Tenant/Owner Name]

Address: [Insert Property Address/Unit Number]

RE: SECOND WARNING - NOISE ORDINANCE VIOLATION

Dear [Tenant/Owner Name],

This letter serves as a formal second warning regarding noise disturbances originating from your property. On [Date of Incident] at approximately [Time], we received a formal complaint regarding excessive noise, specifically [describe noise, e.g., loud music, shouting, barking].

This incident is a violation of the local noise ordinance [Optional: Insert Code Number] and your signed lease agreement. You were previously notified of a similar violation on [Date of First Warning].

Please be advised that any further complaints or documented violations may result in the following actions:

- Fines or monetary penalties as outlined in your agreement.
- Legal action or involvement of local law enforcement.
- Termination of your tenancy/lease agreement.

We ask that you immediately take the necessary steps to ensure that your noise levels do not disturb the peace and quiet of your neighbors. Quiet hours are strictly enforced between [Start Time] and [End Time].

If you have any questions regarding this notice, please contact the management office immediately.

Sincerely,

[Your Name/Property Manager Name]

[Company/Association Name]

[Phone Number]