

Re: Excessive Noise—First Warning

Date

Tenant's Name

Tenant's Street Address

Tenant's City/State/Zip

Dear _____ :

Several neighbors have complained about the _____ in your residence, which lasted for nearly _____. Occasionally, all of us can be forgetful and become a little noisy. Unfortunately, any raucous behavior, even for the shortest length of time, can cause irritation for tenants who may not share your appreciation for _____.

In such cases, tenants are within their rights to complain, and we are within our rights to remind you that everyone has the right to enjoy their surroundings including your neighbors. Therefore, please accept this as a warning. As the owner/agent of your rental, we do not condone loud disturbances at any hour of the day, and would appreciate if you would avoid repeating the _____ incident. If you feel in the future that you need to have a party, arrangements should be made with the rest of the tenants in advance and with their approval.

Thank you for your attention to this matter.

Sincerely,

Signature