

[Date]

[Tenant(s) Name(s)]

[Tenant Address Line 1]

[Tenant Address Line 2]

[Tenant Address Line 3]

Dear [Tenant(s)],

I am writing to let you know that we've had a number of complaints from neighbors about noise coming from your unit over the past couple weeks. While we understand that you have the right to have friends and enjoy living within your space, it doesn't work for you to be infringing on other tenants' peaceful enjoyment of their spaces, and we'd like to give you some ways to resolve the problem before it escalates.

We've received complaints about the following times:

- March 15 at 11.30pm
- March 30 at 1pm
- April 11 at 10pm

Here are some steps that we recommend you consider taking:

- If you know that you're going to have guests over, it might be a good idea to let your neighbors know, and give them a way to contact you if they are bothered by the noise.
- Talk to your neighbors about their work/sleep schedules, and try to time your parties so that it doesn't conflict with their needs.
- Don't let it get out of control. We understand that this is hard to anticipate, but we also can't continue to have you live here if you regularly have people that are being excessively loud.

It's important for you to be aware that your lease holds you responsible for the actions of all tenants and guests. Specifically, line 106 says that tenants may not "engage in activities which unduly disturb neighbors or tenants." If we get further complaints, we will recommend to your neighbors that they contact the police and file a noise complaint, and from there, we would pursue an eviction against you.

Can you please respond with your plan to resolve this? We hope that we can work out a less severe solution than eviction, but will need your cooperation and communication to make that happen.

Sincerely,

[Landlord]

[Landlord Address Line 1]

[Landlord Address Line 2]

[Landlord Address Line 3]