HOA NOISE COMPLAINT LETTER

October 8, 2026

From: Casey Example, Example property office, Phoenix, AZ
To: Alex Example, 27 Pine Street
Email: elena.ramirez@example.com Phone: (323) 555-0142

Dear Alex Example,

Please refer this report to the person handling noise concerns for Example hoa name and identify the applicable association procedure.

Reported incident

Location: Albany, NY, 29 Pine Street. Reported dates: October 6, 2026 to October 6, 2026. Times or frequency: 8 p.m. to 8:15 p.m. on one occasion.

One reported incident of music heard near the property. Its source has not been confirmed.

Reported impact: I work as a pediatric nurse on rotating night shifts. The ongoing noise has caused chronic sleep deprivation, documented insomnia, and two missed shifts. My 9-year-old daughter has also been unable to sleep on weekends.

Requested response

Please send me the association’s process for reviewing the report.

I would appreciate a response within 2 days. This is the requested time to reply.

Sincerely,

Casey Example

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

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