LANDLORD TO TENANT 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,

I’m sharing a noise report concerning the property and inviting your account. Please contact me if the report is inaccurate or you would like to discuss a reasonable way to address it. This is ordinary correspondence. I am asking for a response and am not asking you to surrender possession.

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 let me know what you observed and how we can address the report.

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

Sincerely,

Casey Example

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE