SHORT TERM RENTAL 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 ask the short-term rental operator to review the report with its local contact and explain how future incidents can be reported promptly.

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.

Listing identified by the sender: Example listing url.

Requested response

Please provide a contact for reporting future incidents.

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

Sincerely,

Casey Example

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE