[You Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

Dear [Recipient Name]:

It has been reported to you almost three times in the past month that you become complete deranged and do insane acts with your friends in the apartment premises because of extreme alcohol usage. Your neighbors are furious about your indecent activities and want me to act.

As you are new to this building, you probably overlooked the rental agreement and took it lightly. Therefore, I find it a need of time to report this issue personally to you so that you may take heed and become careful. I hope this notice would be enough for you to change your behavior and above-mentioned activities.

Sincerely,

[Your Name]

[Title]

cc: [Manager Name]