To

[The Recipient Name]  
[Address]

**Subject: Warning for noise at [ABC] during [XYZ]**

Dear Johnson,

I am writing you this letter as a complaint against your habitual noise. I am annoyed by extremely noisy voices coming from your apartment. I am quoting here some incidents when you broke the noise barrier:

* On the eve of Halloween night, you celebrated with your friends and played loud music.
* On [date], you celebrated your son's birthday, and your apartment was full of noise. I know you have the right to celebrate events and I can understand that noise becomes out of control on such occasions. It creates difficulties when crossing the limits.

I am also receiving a lot of complaints from other neighbors, and I regret to say that your tenancy is becoming problematic for me and my family. Under clause IV of the tenancy act, you are entitled to produce noise within your premises but under certain limits and during a specific time. You make noise usually between 11 P.M to 2 a.m. which ruins the peace of my family and surrounding neighbors.

As per local law, noise is strictly prohibited after 11 p.m. but you continue making noise even after that time. Due to this reason, I don't fall asleep.

Jackson, you have failed to fulfill the conditions of our agreement. I have talked with you about this problem on many occasions, but you didn't take it seriously. This time, the issue has crossed the limits and you have to change your attitude now.

I request you show improvement in your unethical behavior. This is only possible when you will stop making excessive noise. If the problem persists, I have to involve the local police. Otherwise, for your information, I have enough reason to terminate the lease agreement.

I am waiting for a positive response from your side. If you have any queries regarding this matter, feel free to call me.

[Your Name]  
[Address]