

Official Grievance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Tenant's Name]

[Tenant's Address]

[City, State, ZIP Code]

Dear [Tenant's Name],

I hope this letter finds you well. I am writing to formally address an ongoing concern regarding disruptive noise levels from your unit, [Tenant's Unit Number]. Despite previous verbal discussions about this matter, the disturbances have continued.

The noise, which typically occurs during [Specify Time Frame, e.g., late night or early morning hours], has significantly affected my living conditions, including [Specify Issues, e.g., sleep disturbances, inability to concentrate, etc.]. I understand that everyone has the right to enjoy their home, but I kindly ask for your cooperation in keeping noise levels to a minimum.

Please take this letter as a formal grievance regarding the noise issues. I hope we can resolve this matter amicably. I would appreciate your attention to this issue moving forward, and I am open to discussing this further if needed.

Thank you for your understanding.

Sincerely,

[Your Name]