

Dear [Tenant's Name],

I hope this message finds you well. I am writing to bring to your attention a concern that has been affecting the comfort of your neighbors.

We have received multiple complaints regarding the loud noise and music coming from your unit during late-night hours, particularly on [specific dates]. Many residents have expressed that it has disturbed their sleep and overall peace in the building.

We understand that social gatherings are a part of life, but we kindly ask that you keep the noise levels in check during the late-night hours to ensure that all tenants can enjoy their homes.

Thank you for your understanding and cooperation in this matter. If you have any questions or would like to discuss this further, please feel free to reach out.

Sincerely,
[Your Name]
[Your Title/Position]
[Contact Information]