

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Property Manager's Name  
Property Management Company  
Company Address  
City, State, Zip Code

Dear [Property Manager's Name],

I hope this message finds you well. I am writing to formally request the replacement of my current windows in apartment [Your Apartment Number] due to significant noise disturbances that are affecting my quality of life.

Over the past months, I have experienced increased noise levels from outside traffic and neighborhood activities, which has made it challenging to maintain a peaceful living environment. I believe that upgrading to soundproof windows would greatly reduce this noise and enhance my living experience.

I kindly ask you to consider my request and look into the possibility of replacing the windows at your earliest convenience. I would be happy to discuss this further or provide any additional information if needed.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]