

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

[Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]

Dear [Tenant's Name],

I hope this message finds you well. I am writing to follow up on the ongoing noise complaint regarding [specific noise issue, e.g., loud music, construction noise]. As you are aware, I first brought this matter to your attention on [date of initial complaint].

Since then, I have noticed that the situation has [describe any changes or ongoing issues, e.g., improved, remained the same, worsened]. I would like to kindly request your cooperation in addressing this issue to ensure a comfortable living environment for all tenants.

If you have made efforts to reduce the noise or if there are circumstances affecting your ability to do so, please feel free to share those with me. I truly appreciate your understanding and cooperation in this matter.

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

Sincerely,  
[Your Name]  
[Your Title/Position, if applicable]