

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

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

Dear [Manager's Name],

I am writing to formally complain about the persistent noise problems that I have been experiencing in my apartment/unit [Your Apartment Number] located at [Your Address]. Despite previous verbal communications, the noise issues have not been addressed, and they continue to disrupt my daily life.

The noise primarily originates from [specific source of the noise, e.g., loud music, construction, etc.], and it occurs [hours during which the noise is most prevalent]. I have made efforts to resolve this matter by [mention any actions taken, such as speaking to neighbors or submitting previous complaints], yet the situation has not improved.

It is becoming increasingly difficult for me to [mention how the noise affects you, e.g., sleep, work, etc.]. I kindly request that you take immediate action to rectify this situation. I believe that a resolution is necessary to maintain the quality of living I expect in this community.

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

Sincerely,
[Your Name]