

Your Name
Your Address
City, State, ZIP Code
Email Address
Date

Recipient's Name
Recipient's Address
City, State, ZIP Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a concern that has arisen regarding unauthorized guests at [specific location or property].

On several occasions, I have observed individuals who are not on the approved guest list, which has led to disturbances and disruptions in our community. This situation not only affects the peace of our environment but has also raised security concerns.

I kindly request your immediate attention to this matter. It is essential that we maintain a safe and enjoyable atmosphere for all residents. I believe that reinforcing the existing policies regarding guest access can help alleviate these disturbances.

Thank you for your understanding and prompt attention to this issue. I look forward to your positive response.

Sincerely,
Your Name