*Your name*

*Your address*

*Contact details*

*Tenant name*

*Tenant address*

Date

Dear

Re: *Tenant address*

I am writing to you to advise you that a further complaint has been made about you in regard to:

**Unsatisfactory levels of noise**

The incident took place on *date* at approximately *time*.

I refer you to my previous correspondence regarding noise levels and must warn you that continued disruption of the peaceful enjoyment of the neighbours’ property by you is **unacceptable**.

It is my intention to contact the local council to advise them of the repeated complaints that have been made about this unsociable behaviour.

I have also asked your neighbours to keep a diary of instances of unacceptable noise levels and to report them to the council authority.

Contact me urgently if you wish to discuss this matter.

Yours sincerely

Landlord: *your name*

Address for Service: *your address*

Your address must be in England or Wales