

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

[Property Manager's or Landlord's Name]  
[Company or Management Name, if applicable]  
[Address]  
[City, State, ZIP Code]

Subject: Official Complaint Regarding Noise Disturbance from Upstairs Tenants

Dear [Property Manager's/Landlord's Name],

I am writing to you as an **official complaint** regarding the persistent noise disturbance caused by the tenants residing in the apartment directly above mine. Despite previous informal requests to reduce the excessive noise, the ongoing loud footsteps, banging, and loud music continue to disrupt the peaceful living environment that your property promises its residents.

This continuous level of noise, often occurring during both daytime and late-night hours, has significantly affected my comfort and well-being. The disturbances have made it increasingly difficult to relax and, at times, to get adequate sleep or concentrate on daily tasks.

I respectfully request immediate action on this matter to restore a quieter and more comfortable living space. I trust that you will address this issue in accordance with the terms of our lease agreement and applicable housing regulations. Please inform me of the steps you intend to take to resolve this ongoing problem.

I appreciate your prompt attention and cooperation in ensuring a peaceful environment for all tenants.

Sincerely,  
[Your Name]