

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

[Recipient's Name or "To Whom It May Concern"]  
[Position/Title, if known]  
[Property Management/Authority Name]  
[Address]  
[City, State, ZIP Code]

Subject: Official Complaint Regarding Noise Disturbance During Quiet Hours

Dear [Recipient's Name or "Sir/Madam"],

I am writing to formally lodge a complaint regarding the persistent noise disturbance occurring during the designated quiet hours at [specify location or address, if applicable]. This excessive noise has significantly disrupted the otherwise peaceful environment and has adversely affected the comfort, well-being, and rest of residents within the community.

The disturbance typically includes [briefly describe the nature of the noise, e.g., loud music, shouting, construction work, etc.], and most frequently occurs between [specify hours or days], which are within the period designated for quiet and relaxation. These repeated incidents are in violation of our community noise regulations and guidelines.

I respectfully request that you investigate this matter and take immediate action to ensure compliance with the established quiet hours. Maintaining a tranquil and respectful atmosphere is vital for the health and peace of mind of all residents.

Thank you for your prompt attention to this matter. I appreciate your cooperation and look forward to a swift resolution that restores the comfort and serenity of our living environment. Should you require additional information or wish to discuss this complaint further, please do not hesitate to contact me.

Sincerely,  
[Your Name]