

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

[Property Manager's Name or Relevant Authority]  
[Apartment Complex Name or Company]  
[Office Address]  
[City, State, ZIP Code]

Subject: Official Complaint regarding Excessive Noise Disturbance

Dear [Property Manager's Name/To Whom It May Concern],

I am writing to formally lodge an official complaint regarding ongoing excessive noise disturbances originating from [specific apartment/unit or  
"my neighboring apartment(s)"] in our building. Despite previous attempts to address this matter informally, the disruptions have persisted, significantly affecting my comfort and quality of life as well as potentially impacting other residents.

The noise disturbances typically occur [specify times, e.g. "during late evening and night hours, frequently past 11:00 PM"], and involve [describe noise: e.g. "loud music, shouting, banging, and other disruptive sounds"]. These incidents have been ongoing since [date or approximate period], and have continued on several occasions, including the following documented incidents:

- [Date & Time] " [Description of noise/disturbance and impact on you]
- [Date & Time] " [Description of noise/disturbance and impact on you]
- [Date & Time] " [Description of noise/disturbance and impact on you]

These persistent noise issues have disrupted my ability to [sleep, work from home, relax, etc.], and have caused considerable stress and inconvenience. The building regulations and local ordinances clearly outline acceptable noise levels, and I kindly request that you investigate this matter and take appropriate actions to enforce these regulations.

I strongly urge the management to take the following actions:

- Investigate the repeated noise disturbances as detailed above
- Remind all residents of the noise regulations and their obligations under the lease agreement
- Implement necessary measures to prevent further disturbances

I trust that you will treat this matter with the seriousness it deserves and act promptly to resolve these issues, ensuring a peaceful and comfortable environment for all residents.

Please keep me informed about the actions taken regarding this complaint. I am available to provide further details or discuss this matter at your convenience.

Sincerely,  
[Your Name]