Date

Name

Address

Dear Mr. Watson,

As directed by the board of directors of the homeowner association of ABC community, I am writing this letter to notify that you have violated the rules of the association.

For the betterment of our community, we have developed some rules and regulations that all the homeowner has to abide by. One of such rules is to avoid any construction or renovation work after 6 p.m., that may disturb the neighbors. As per our knowledge and the complaints received, some renovation is going on in your home, the hours of which extend till 9 p.m. Your neighbors are getting affected due to the unpleasant sounds and constant disturbance.

We request you to cut down the hours till 6 p.m., so that everyone in our community can enjoy a peaceful evening and night. We hope to stop hearing the blares, so that no action is required from us.

If you want any information or provide an explanation, contact at xxxx.

Regards,

Sarah Jim.