

«today»

«full_name»
«address_line1»
«address_line2»
«address_line3»
«city», «state» «zip»

Dear «full_name»:

It has been brought to our attention a conflict may exist between you and your neighbor. «mgmt_company» will get involved only if a lease violation has occurred.

To determine if a violation has occurred, we ask that:

1. At the time of the disturbance or incident you contact either a «mgmt_company» representative or your local police department to have the incident verified by a third party.
2. A copy of the incident report completed by the on-site representative or a copy of the police report (if they were called) should be forwarded to «mgmt_company».

Thank you,

«rental_agent»