

[Your Name]
[Your Unit Number]
[Your Phone Number]
[Your Email Address]

[Date]

[Condominium Association Name]
[Board of Directors / Property Management Company]
[Address]

RE: Request for Financial Hardship Relief - Special Assessment for [Project Name]

Dear Board of Directors,

I am writing to formally request financial relief or an alternative payment arrangement regarding the upcoming special assessment of \$[Amount], due on [Date].

I am currently experiencing significant financial hardship due to [mention reason briefly, e.g., unexpected medical expenses, job loss, or fixed income limitations]. Because of these circumstances, paying the full assessment in a single lump sum would create a severe financial crisis for my household.

I am a committed member of this community and fully understand the necessity of the [mention project, e.g., roof repair or elevator upgrade]. To ensure I meet my obligations to the association, I would like to propose the following alternative:

- [Option 1: A monthly payment plan of \$XXX over XX months]
- [Option 2: A partial payment now with a deferred balance until a specific date]
- [Option 3: A request for a waiver of late fees or interest during the payment period]

I have attached [mention any supporting documents, if applicable] to substantiate my current financial situation. I am happy to discuss this matter further in a private executive session if required.

Thank you for your time and for considering my request. I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]