

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

[Date]

[Condominium Association Name]
[Board of Directors / Management Company Name]
[Address]
[City, State, Zip Code]

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

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].

Recently, my household has been impacted by an unexpected medical emergency involving [myself / a family member]. Due to significant medical expenses and [mention related impact, e.g., loss of income or ongoing treatment costs], I am currently facing a temporary financial hardship that makes it impossible to pay the assessment in full by the deadline.

I am a committed member of this community and fully intend to meet my financial obligations. I am requesting that the Board consider one of the following options to assist me during this time:

- A monthly payment plan starting on [Date] until the balance is paid.
- A temporary deferment of the payment until [Date].
- A waiver of any late fees or interest associated with this specific assessment.

I am prepared to provide [documentation of medical bills / a doctor's note] to verify the nature of this hardship if required for your review.

Thank you for your time and for considering my request with compassion. I look forward to hearing from you regarding a possible solution.

Sincerely,

[Your Signature]

[Your Printed Name]