

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

[Date]

[Property Manager Name or Board of Directors]
[Condominium Association Name]
[Association Address]

RE: Request for Late Fee Waiver - Special Assessment for Unit [Your Unit Number]

Dear [Property Manager Name or Board of Directors],

I am writing to formally request a waiver of the late fee(s) totaling \$[Amount] currently charged to my account regarding the Special Assessment due on [Date].

I have recently encountered an unexpected financial hardship due to [briefly mention reason, e.g., medical expenses, temporary job loss, or family emergency]. This situation made it difficult to meet the payment deadline for the Special Assessment.

Please note that I have now paid the principal amount of the Special Assessment in full. I have maintained a consistent history of on-time monthly maintenance payments and value my standing within this community. I am requesting a one-time courtesy waiver of this late fee to help alleviate my current financial strain.

I appreciate your time and consideration of this request. I look forward to hearing from you regarding the Board's decision.

Sincerely,

[Your Signature]

[Your Printed Name]