

[Your Name]
[Unit Number]
[Property Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

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

RE: Request for Hardship Relief - Special Assessment for Unit [Your Unit Number]

Dear Board of Directors,

I am writing to formally request financial relief or a modified payment plan regarding the recently approved special assessment of \$[Amount].

I am currently experiencing significant financial hardship due to involuntary unemployment, effective [Date of Job Loss]. As a result of this sudden loss of income, I am unable to pay the full amount of the assessment by the current deadline without risking my ability to cover basic essential living expenses.

I remain committed to my responsibilities as a homeowner and wish to fulfill my financial obligation to the association. I would like to propose the following alternative payment arrangement:

- A monthly payment plan of \$[Amount] per month starting on [Date].
- A temporary deferment of the payment until [Date], at which point I expect to resume payments.

I have attached documentation regarding my unemployment status for your review. I respectfully ask for a waiver of any late fees or interest while I adhere to this proposed plan.

Thank you for your time and for considering my request during this difficult period. I look forward to hearing from you soon to discuss a solution that works for both parties.

Sincerely,

[Your Signature]
[Your Printed Name]