

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

[Date]

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

RE: Request for Temporary Deferment of Special Assessment - Unit [Your Unit Number]

Dear Board of Directors,

I am writing to formally request a temporary deferment regarding the recently approved special assessment of \$[Amount] due on [Due Date].

Due to [briefly mention reason, e.g., unexpected medical expenses / temporary unemployment / financial hardship], I am currently unable to pay the full amount by the specified deadline. I value my membership in this community and have always remained current on my regular monthly dues.

I am requesting the following relief option:

- A temporary deferment of payment until [Proposed Date].
- A monthly payment plan of \$[Amount] per month starting [Start Date] until the balance is cleared.

I am committed to fulfilling this financial obligation and would appreciate a waiver of any late fees or interest during this specific deferment period. I am happy to provide supporting documentation regarding my financial situation if required for your review.

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

Sincerely,

[Your Signature]

[Your Printed Name]