

[Owner Name]
[Unit Number]
[Mailing Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Partial Payment Agreement Proposal for Special Assessment - Unit [Unit Number]

Dear Board of Directors,

I am writing to formally request a partial payment agreement regarding the recent special assessment of \$[Total Amount Due] levied on [Date]. Due to unexpected financial hardship, I am currently unable to pay the full balance in a single installment.

I value my residency at [Condominium Name] and am committed to fulfilling my financial obligations to the association. I am proposing the following payment schedule to resolve the balance:

- **Initial Down Payment:** \$[Amount] to be paid by [Date].
- **Monthly Installments:** \$[Amount] per month for [Number] months.
- **Completion Date:** Final payment to be made by [Date].

These payments will be made in addition to my regular monthly condominium dues. I also request that the Board consider a temporary waiver or reduction of late fees or interest while I adhere to this proposed schedule.

I have attached [Optional: Brief Description of Supporting Documentation, e.g., proof of medical expenses or job loss] for your review. Thank you for your time and for considering this request for relief.

I look forward to receiving your written approval or a counter-proposal regarding this arrangement.

Sincerely,

[Signature]
[Printed Name]