

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

[Date]

[Name of Property Manager or Board President]
[Condominium Association Name]
[Management Company Address]
[City, State, Zip Code]

RE: Request for Lump Sum Discount - Special Assessment for [Project Name/Purpose]

Dear [Board of Directors/Property Manager Name],

I am writing to you regarding the recently approved special assessment of \$[Total Amount] for [Reason for Assessment]. According to the current payment schedule, this amount is to be paid in installments over [Number] months.

I would like to propose a lump sum payment to settle my portion of the assessment in full. In exchange for providing the Association with the total funds immediately, I am requesting a discount of [Percentage, e.g., 5% or 10%] on the total balance.

An upfront payment would provide the Association with immediate liquidity to fund [Project Name] and reduce the administrative burden of tracking monthly installments and potential late fees for my unit. If this proposal is acceptable, my discounted payment would be \$[Discounted Amount].

Please let me know if the Board is willing to accept this offer. I am prepared to issue the payment immediately upon receiving written approval and a confirmation of the adjusted balance.

Thank you for your time and for your dedication to our community.

Sincerely,

[Your Signature]
[Your Printed Name]