

[Your Name]  
[Your Service Branch/Unit]  
[Your Permanent Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Name of Homeowners Association or Property Management]  
[Attention: Board of Directors]  
[Address]  
[City, State, Zip Code]

**RE: Request for Special Assessment Relief - Account #[Your Account Number]**

To whom it may concern,

I am writing to formally notify you that I have been ordered to deploy in support of [Operation Name/Military Mission] beginning on [Start Date] with an expected return date of [End Date]. A copy of my official orders is attached for your records.

I have recently been notified of a special assessment in the amount of \$[Amount] due on [Due Date]. Pursuant to the Servicemembers Civil Relief Act (SCRA) and applicable state laws, I am requesting a temporary stay, waiver of late fees, or a modified payment plan regarding this special assessment during the period of my active-duty service.

Due to the nature of my deployment, my ability to manage financial obligations and respond to correspondence will be significantly restricted. I am requesting the following relief:

- A deferment of the special assessment payments until [Number] days after my return.
- A waiver of any interest or late penalties that may accrue during my deployment.
- A cap on interest rates as mandated by federal law, if applicable.

Please direct all future correspondence regarding this matter to my designated representative, [Name of Representative], at [Representative's Email/Phone], or mail to the address listed above.

Thank you for your support and for your prompt attention to this request. I look forward to receiving written confirmation of this arrangement.

Respectfully,

[Your Signature]

[Your Printed Name]  
[Your Rank]

Enclosure: Deployment Orders