

[Your Name]
[Your Unit Number]
[Your Phone Number]
[Your Email Address]

[Date]

[Condominium Association Name]
[Board of Directors / Property Management Name]
[Address]

RE: Request for Financial Relief - Special Assessment for [Project Name/Reason]

Dear Board of Directors,

I am writing to formally request financial relief or an alternative payment arrangement regarding the upcoming special assessment of \$[Amount], due on [Date].

I value my residency at [Condominium Name] and fully understand the necessity of these funds for the maintenance of our community. However, due to an unexpected life event-[briefly mention event, e.g., a medical emergency, sudden job loss, or family death]-I am currently facing a significant financial hardship that makes it impossible for me to pay the full amount by the specified deadline.

I would like to propose the following alternative to ensure I meet my obligations to the association:

- A monthly payment plan of \$[Amount] per month starting on [Date].
- A partial payment of \$[Amount] now, with the remaining balance paid by [Date].
- A temporary deferment of the payment for [Number] months.

I have attached [mention supporting documents, e.g., medical bills or unemployment notice] to verify my current situation. I am committed to paying my share and hope we can reach a solution that supports the association's needs without causing me further displacement or legal distress.

Thank you for your time and for considering my request. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]