

To: [Seller's Name/Homeowner Association Board]

From: [Buyer's Name]

Date: [Date]

Subject: Contingency Negotiation Regarding Pet Restrictions - [Property Address]

Dear [Recipient Name],

I am writing regarding my offer to purchase the property located at [Property Address]. As discussed, my intent to purchase is contingent upon receiving written confirmation regarding the Homeowners Association (HOA) pet policies.

Currently, the HOA bylaws state [mention specific restriction, e.g., a limit of one dog or a 25lb weight limit]. I am requesting a formal variance or a written waiver for my specific situation, which includes:

- Pet Name: [Pet Name]
- Breed/Type: [Breed]
- Weight/Size: [Weight]
- Additional Info: [e.g., Canine Good Citizen certified, service animal status, or age]

I am a responsible pet owner and am happy to provide references from previous landlords or neighbors to attest to the pet's behavior. I am also willing to agree to additional conditions, such as [mention possible compromise, e.g., increased liability insurance or a specific pet deposit].

Please let me know if the board is willing to grant this exception so that we may proceed with the closing of the sale. I look forward to your response by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]