

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

[Date]

[Name of HOA Board or Architectural Review Committee]
[Association Name]
[Association Address]
[City, State, Zip Code]

RE: Notice of Contingency Negotiation for Exterior Paint Application [Application ID/Address]

Dear Members of the Architectural Review Committee,

I am writing in response to your letter dated [Date of Approval Letter], regarding the conditional approval of my exterior paint modification request. While I appreciate the committee's preliminary approval, I would like to discuss the specific contingency requiring [state the specific condition you wish to negotiate, e.g., a change in trim color or brand of paint].

I request that the committee reconsider this contingency based on the following points:

- [Reason 1: e.g., The proposed color is consistent with the neighboring property at Address.]
- [Reason 2: e.g., The requested alternative color is unavailable due to supply chain issues.]
- [Reason 3: e.g., Structural or material limitations of my home's siding.]

As a compromise, I would like to propose the following modification to the contingency: [State your proposed alternative, e.g., using a slightly different shade or a different finish]. I have attached updated color swatches and photos for your review.

I am committed to maintaining the aesthetic harmony of our community and hope we can reach a mutually agreeable solution. I am available to meet in person or discuss this via phone to expedite the final approval process.

Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]

Enclosures: [List any attachments, such as photos or swatches]