

Date: [Insert Date]

To: [Name of HOA Board/Property Manager/Landlord]

Address: [Insert Address]

From: [Your Name]

Address: [Your Property Address]

Phone: [Your Phone Number]

Email: [Your Email Address]

Subject: Request for Contingency Exemption - Home Business Operation

Dear [Name of Recipient],

I am writing to formally request a temporary contingency exemption from the rules regarding home business operations at my residence, located at [Your Property Address].

Due to unforeseen circumstances involving [Briefly mention reason: e.g., temporary office closure, medical necessity, or emergency situation], I am currently required to perform business activities from my home. I am requesting this exemption for a period of [Insert Duration, e.g., 90 days], beginning [Start Date] and ending on or before [End Date].

I wish to clarify that the nature of my business activity is [Briefly describe activity, e.g., administrative/computer-based work]. I ensure that this contingency operation will not result in:

- Increased traffic or visitor volume to the property.
- Excessive noise or disturbances to neighbors.
- External signage or physical changes to the property.
- Visible storage of commercial equipment or materials.

I am committed to maintaining the residential character of the neighborhood and will comply with all other community guidelines during this period. I am happy to provide further documentation regarding the necessity of this request if required.

Thank you for your time and for considering this request. I look forward to your written response.

Sincerely,

[Your Signature]

[Your Printed Name]