

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

[Date]

[Recipient Name]
[Company Name/HOA Name]
[Address]
[City, State, Zip Code]

Re: Request for Maintenance Documentation for [Property Address]

Dear [Recipient Name],

I am writing to formally request copies of all maintenance and repair records associated with the property located at [Property Address].

Specifically, I am requesting documentation for the following:

- [Item 1: e.g., HVAC service records]
- [Item 2: e.g., Roof inspection and repair history]
- [Item 3: e.g., Recent plumbing or electrical work]
- [Item 4: e.g., Pest control treatments]

Please provide copies of any invoices, warranties, service contracts, and inspection reports generated within the last [Number] years. These documents are necessary for my personal records and for future maintenance planning.

I would appreciate receiving these documents by [Date]. You may send them via email to [Your Email Address] or by mail to the address listed above.

Thank you for your prompt attention to this matter. If there are any fees associated with copying these records, please let me know in advance.

Sincerely,

[Your Signature]

[Your Printed Name]