

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

[Date]

[HOA Board President or Property Manager Name]
[Homeowners Association Name]
[Association Address]
[City, State, Zip Code]

Subject: Formal Request for Covenants, Conditions, and Restrictions (CC&Rs)

Dear [Name of HOA Representative],

I am writing to you today as a homeowner and member of the [Name of Homeowners Association]. I am formally requesting a complete and current copy of the association's Covenants, Conditions, and Restrictions (CC&Rs), as well as any existing Bylaws, Articles of Incorporation, and current Rules and Regulations.

Please provide these documents in the following format: [e.g., Digital PDF via email / Printed hard copies].

If there are any administrative fees associated with the duplication and delivery of these documents, please notify me of the total cost before processing this request. I would appreciate receiving these records by [Date, e.g., 10 business days from now].

Thank you for your assistance and your time regarding this matter.

Sincerely,

[Signature for hard copy]

[Your Printed Name]
[Your Property Address/Lot Number]