

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

[Date]

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

Subject: Request for Association Governing Documents

Dear [Name of HOA Representative],

I am writing to formally request copies of the current governing documents for [Name of Homeowners Association]. As a homeowner in good standing at [Your Property Address], I would like to review the association's official records.

Please provide copies of the following documents:

- Articles of Incorporation
- Bylaws
- Declaration of Covenants, Conditions, and Restrictions (CC&Rs)
- Current Rules and Regulations
- Most recent annual financial statement
- Current year's operating budget

Please let me know if there are any reasonable copying fees associated with this request so that I may provide payment. I would prefer to receive these documents via [email in PDF format / physical mail].

I look forward to receiving these documents within [Number of days, e.g., 10] business days as per the association's guidelines and state law.

Thank you for your time and assistance.

Sincerely,

[Your Signature]

[Your Printed Name]