

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

[Date]

[HOA Board of Directors / Management Company Name]
[Address]
[City, State, Zip Code]

RE: Request for Financial Statements and Operating Budget

Dear [Board Members or Property Manager Name],

As a homeowner and member of the [Name of Homeowners Association] Association, I am writing to formally request copies of the following financial documents for my review:

- The current annual operating budget.
- The most recent year-end financial statement, including the balance sheet and income/expense statement.
- The most recent reserve study or reserve fund report.

I am requesting these documents in accordance with [State Statute, e.g., California Civil Code Section 5200 / Florida Statute 720] and the Association's governing documents, which grant members the right to inspect financial records.

Please let me know if these documents are available in digital format (PDF) via email, or if I need to arrange a time to inspect them in person. If there are reasonable copying fees associated with this request, please inform me of the cost in advance.

I look forward to receiving these records within [Number, e.g., 10] business days as required by law.

Sincerely,

[Your Signature]

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