

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

[Date]

[HOA Board President Name, if known]  
[HOA Name]  
[Management Company Name, if applicable]  
[Address]  
[City, State, Zip Code]

**RE: Request for HOA Board Meeting Minutes**

Dear [HOA Board/Management Company],

I am writing to you today as a homeowner and member of the [Name of HOA] Homeowners Association. Under the governing documents of our association and applicable state law, I am formally requesting copies of the meeting minutes for the following board meetings:

- [Date of Meeting 1]
- [Date of Meeting 2]
- [General range, e.g., All meetings held between January 2023 and June 2023]

Please provide these documents in the following format:

[Insert preference: Digital via email / Physical copies mailed to my address]

If there are any reasonable fees associated with the copying or delivery of these records, please notify me of the total cost before processing this request. I would appreciate receiving these documents within [Number, e.g., 10] business days.

Thank you for your time and assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]