

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

[Date]

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

**Subject: Request for HOA Master Insurance Policy Information**

Dear [HOA Board or Property Manager Name],

I am writing to formally request a copy of the current Master Insurance Policy for [Name of Homeowners Association]. I require this documentation for my personal records and to ensure that my individual unit owner's insurance policy (HO-6) is properly coordinated with the association's coverage.

Please provide the following documents:

- A copy of the Certificate of Insurance (COI).
- The full policy declaration page showing coverage limits and deductibles.
- Contact information for the association's insurance agent.

If there is a digital version available, you may email it to me at [Your Email Address]. Otherwise, please let me know when I can pick up a hard copy or if there are any nominal fees associated with this request.

Thank you for your prompt assistance in this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]