

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

[Date]

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

RE: Request for Reserve Study and Reserve Fund Assessment

Dear Board of Directors,

As a homeowner and member of the [Name of Association] Homeowners Association, I am writing to formally request a copy of the association's most recent Reserve Study and a summary of the current status of the Reserve Fund.

Proper financial planning and the adequate funding of reserves are critical to maintaining our community's infrastructure and protecting property values. To better understand our association's long-term financial health, I am requesting the following information:

- The most recently completed Reserve Study report.
- The current balance of the Reserve Fund.
- The current funding level (percent funded) as compared to the recommended funding goals.
- The date of the next scheduled professional reserve study update.

If these documents are available electronically, please feel free to email them to [Your Email Address]. If there are any associated costs for printing or mailing physical copies, please notify me in advance.

Thank you for your time, transparency, and commitment to the financial stability of our community. I look forward to receiving this information within [Number, e.g., 10] business days.

Sincerely,

[Signature]

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