

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

[Date]

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

**RE: Request for Architectural Guidelines and CC&Rs**

Dear [HOA Board/Manager Name],

I am writing to formally request a current copy of the Homeowners Association Architectural Guidelines and the Covenants, Conditions, and Restrictions (CC&Rs) for [Name of Neighborhood/Subdivision].

I am planning to perform [briefly mention project, e.g., exterior painting / landscaping / fence installation] on my property located at [Your Address]. I wish to ensure that my plans are in full compliance with the association's standards and procedures before I begin the formal application process.

If these documents are available in digital format, please email them to me at [Your Email Address]. If only physical copies are available, please let me know the cost of printing and where I may pick them up.

Thank you for your assistance and for your time in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]