

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

[Date]

[HOA Board Member Name or Management Company Name]
[HOA Name]
[Address]
[City, State, Zip Code]

RE: Request for Clarification of HOA Rules and Regulations

Dear [HOA Board or Management Name],

I am writing to you today as a homeowner at [Your Address] to request a formal clarification regarding the following rule(s) or regulation(s) found in the [Name of HOA Document, e.g., CC&Rs or Bylaws]:

Rule Reference: [Section Number or Description of the Rule]

I am seeking further explanation on this matter because [briefly explain your question or the specific situation you need guidance on]. Specifically, I would like to know [state your specific question clearly].

My goal is to ensure that I am in full compliance with the community standards. Could you please provide a written explanation or any additional documentation that further defines this policy?

Thank you for your time and for your efforts in maintaining our community. I look forward to your response by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]