

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

[Date]

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

Subject: Formal Request for Disclosure of Special Assessments

To the Board of Directors,

I am writing as the owner of the property located at [Your Property Address].

I am formally requesting a written disclosure regarding any current, pending, or proposed special assessments affecting the association or my specific unit. Please provide a detailed response including the following information:

- The purpose of the assessment.
- The total amount approved or under consideration.
- The specific amount allocated to my property.
- The payment schedule and due dates.
- The duration of the assessment.

If there are no current or planned special assessments, please provide a written statement confirming this for my records.

Please deliver this information to me via [Email/Certified Mail] within [Number] business days. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]