

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

[Date]

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

**RE: Inquiry Regarding Pending Litigation - [Property Address / Unit Number]**

Dear Board of Directors,

I am writing to formally request information regarding any current, pending, or anticipated litigation involving the [Name of Homeowners Association].

As a [Homeowner / Prospective Buyer / Lender representative], it is necessary to review the legal standing of the Association to understand potential financial liabilities, special assessments, or impacts on property values and financing eligibility.

Please provide the following information and documentation:

- A summary of any active lawsuits where the Association is named as a plaintiff or defendant.
- The case numbers, jurisdictions, and current status of these legal proceedings.
- An explanation of the nature of the claims (e.g., construction defects, personal injury, contractual disputes).
- An assessment of whether the Association's insurance carrier is providing a defense and if the claims are expected to exceed insurance coverage limits.
- Any formal legal opinions or updates provided to the membership regarding the potential financial impact of the litigation.

If there is no pending or threatened litigation at this time, please provide a written statement confirming this fact.

I request that these documents be provided within [Number] business days. If there are reasonable costs associated with duplicating these records, please notify me in advance.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]