

Date: [Insert Date]

To: [Seller Name]

From: [Buyer Name]

Property Address: [Insert Property Address]

RE: NOTICE TO PERFORM - MISSING HOA DOCUMENT REVIEW

Dear [Seller Name],

This letter serves as a formal Notice to Perform regarding our purchase agreement dated [Insert Agreement Date] for the property listed above.

According to the terms of the contract, specifically Section [Insert Section Number], the Seller was required to provide the complete Homeowners Association (HOA) documentation for review by [Insert Deadline Date]. As of today, the following documents have not been received:

- [List missing document 1, e.g., HOA Meeting Minutes]
- [List missing document 2, e.g., Current Budget and Financial Statements]
- [List missing document 3, e.g., Reserve Study]

Per the contract, you are hereby notified to provide these missing documents within [Insert Number, e.g., 48] hours of receipt of this notice.

Failure to provide these documents within the specified timeframe may result in a breach of contract and allows the Buyer to exercise all available legal rights and remedies, including but not limited to the cancellation of the escrow and the return of the earnest money deposit.

Please deliver the documents immediately to [Insert Delivery Method, e.g., Buyer's Agent Email].

Sincerely,

[Buyer Signature]

[Buyer Printed Name]

cc: [Listing Agent Name]

cc: [Escrow Company Name]