

**Date:** [Insert Date]

**To:** [HOA Name or Management Company Name]

**Address:** [HOA Address]

**Phone/Email:** [HOA Contact Information]

**RE: EXPEDITED ESTOPPEL CERTIFICATE REQUEST**

**Property Address:** [Insert Full Property Address]

**Owner Name(s):** [Insert Current Owner Names]

**Parcel/Account Number:** [Insert Number if known]

**Anticipated Closing Date:** [Insert Date]

To Whom It May Concern,

Please accept this letter as a formal request for an **Expedited Estoppel Certificate** for the property referenced above. We are currently in the process of a real estate transaction and require this information urgently.

Pursuant to applicable state statutes and HOA bylaws, please include the following information in the certificate:

- Current assessment amounts and payment frequency.
- Current balance of any unpaid assessments, late fees, or interest.
- Any pending or approved special assessments.
- Any known violations of the association's rules and regulations.
- Capital contribution or transfer fees due at closing.

We understand that an additional fee applies for **expedited processing**. Please notify us immediately of the total fee required and the preferred method of payment (e.g., online portal, check, or wire) so we may provide payment without delay.

Please deliver the completed certificate via email to: **[Insert Email Address]**.

If you have any questions, please contact me at [Insert Your Phone Number]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Your Title: e.g., Closing Agent, Title Officer, or Homeowner]

[Company Name, if applicable]