

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Homeowners Association Name / Property Management Company]

[Address]

[City, State, Zip Code]

RE: Estoppel Certificate Request for Property Address: [Full Property Address]

To Whom It May Concern,

Please accept this letter as a formal request for an Estoppel Certificate (Closing Letter) for the property mentioned above. This property is currently under contract for sale, and the closing is scheduled for [Scheduled Closing Date].

Please provide a certified statement including, but not limited to, the following information:

- Current balance of regular assessments or dues.
- The frequency of assessment payments (monthly, quarterly, annually).
- Date through which assessments are currently paid.
- Any outstanding special assessments or upcoming planned assessments.
- Any past due balances, late fees, or interest charges.
- The existence of any known violations of the association's rules and regulations.
- Any transfer or capital contribution fees due at closing.

Please let us know the fee for processing this request and the preferred method of payment. If there is an expedited service available, please provide those details as well.

Please deliver the completed certificate to [Name of Title Company/Attorney] via email at [Email Address] or by fax at [Fax Number].

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

Sincerely,

[Your Signature]

[Your Printed Name]