

head>

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[HOA Name]

[HOA Management Company, if applicable]

[Address]

[City, State, Zip Code]

RE: UPDATED ESTOPPEL CERTIFICATE REQUEST

Property Address: [Property Address]

Owner Name(s): [Owner Name(s)]

Parcel/Account Number: [Account Number]

Original Estoppel Date: [Date of Original Letter]

To Whom It May Concern,

We are requesting an **updated** estoppel certificate for the above-referenced property. This request is to ensure all financial information and violation statuses are current for the upcoming closing scheduled for [Closing Date].

Please provide an updated statement including:

- Current balance of regular assessments and payment frequency.
- Itemized list of any delinquent amounts, late fees, or interest.
- Status of any pending special assessments.
- Confirmation of any outstanding rule or maintenance violations.
- Upcoming scheduled assessments not yet due.

Please deliver the updated certificate via [Email/Fax/Mail] to [Recipient Name/Email].

If there is an additional fee for this update, please notify us immediately. If no changes have occurred since the original certificate issued on [Original Date], please provide written confirmation of such.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Role]