

To the Board of Directors / Architectural Review Committee,

RE: Submission of Missing Documentation for [Insert Property Address]

Dear HOA Board Members,

I am writing to provide the additional documentation requested regarding my recent application/account update dated [Insert Date of Original Submission].

Please find the following missing documents attached to this letter:

- [Insert Document Name, e.g., Contractor License]
- [Insert Document Name, e.g., Site Map/Blueprints]
- [Insert Document Name, e.g., Color Samples/Photos]
- [Insert Document Name, e.g., Signed Waiver]

I believe these documents complete my submission. Please let me know if any further information is required to move forward with the approval process.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]