

[Your Name]
[Your Company/Agency]
[Phone Number]
[Email Address]

[Date]

[HOA Board Name]
[HOA Mailing Address]
[City, State, Zip Code]

Dear Members of the [HOA Name] Board of Directors,

My name is [Your Name], and I am a licensed real estate professional representing [Buyer Name(s)], who is/are currently in the process of purchasing the property located at [Property Address].

As part of our due diligence process, we are reaching out to introduce ourselves and to ensure a smooth transition of ownership. My clients are very excited about joining the [Community Name] neighborhood and are committed to upholding the standards and regulations set forth by the association.

We would appreciate it if you could provide or direct us to the following information if it has not already been disclosed:

- Current Covenants, Conditions, and Restrictions (CC&Rs) and Bylaws.
- Current year budget and reserve fund status.
- Information regarding any pending special assessments or upcoming major projects.
- Contact information for the property management company (if applicable).

If there are specific forms or orientations required for new residents, please let me know so that I may assist my clients in completing them promptly. We look forward to a positive relationship with the board and the community.

Thank you for your time and for your service to the community.

Sincerely,

[Your Signature]
[Your Printed Name]
[License Number]