

[Date]

[HOA Board Name]

[HOA Address]

[City, State, Zip Code]

**RE: Introduction of New Property Representation - [Property Address]**

Dear Board Members,

This letter serves to formally introduce [Representative Name/Company Name] as the authorized representative for the property located at [Property Address], owned by [Owner Name].

Effective as of [Start Date], [Representative Name/Company Name] will be responsible for the following matters regarding the property:

- Communication with the HOA Board and Management Company.
- Receipt of official notices, assessments, and billing statements.
- Handling of maintenance requests and compliance issues.
- Attendance at board meetings (if applicable).

Please update your records to ensure all future correspondence is directed to:

[Representative Name]

[Mailing Address]

[Phone Number]

[Email Address]

Attached to this letter, you will find the [Authorization Form/Power of Attorney] signed by the property owner confirming this appointment.

We look forward to maintaining a positive relationship with the Association. Should you have any questions, please contact us directly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Company]