

[Date]

[Board Member Name], [Title]  
[Homeowners Association Name]  
[Address]  
[City, State, Zip Code]

Subject: Introduction of [Company Name] regarding [Project Name/Address]

Dear Members of the Board,

My name is [Your Name] and I am the [Your Title] at [Company Name]. I am writing to formally introduce our company as the developers of the upcoming project located at [Address/Location], which is adjacent to your community.

At [Company Name], we specialize in [Type of Development, e.g., residential/mixed-use] projects that emphasize quality and community integration. We understand that new developments impact neighboring residents, and we are committed to maintaining an open line of communication with your Board throughout the duration of this project.

Our goal is to ensure that our work enhances the local area and that we address any questions or logistical concerns you may have regarding construction timelines, site management, or design plans. We believe that proactive collaboration leads to the best outcomes for the entire neighborhood.

We would welcome the opportunity to attend a future Board meeting to provide a brief presentation of our plans and answer any initial questions. Please let us know if there is a convenient time for us to meet, or if you have a preferred point of contact for future updates.

Thank you for your time and for your service to your community. We look forward to being a good neighbor.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]  
[Company Name]  
[Phone Number]  
[Email Address]