

Date: [Date]

To: [Association Name/Property Manager Name]

[Address]

[City, State, Zip Code]

Re: Action Required - Incomplete Condominium Association Questionnaire

Property Address: [Unit Address]

Unit Number: [Unit Number]

Dear [Contact Name or Board of Directors],

We are currently in the process of reviewing the Condominium Association Questionnaire provided for the property mentioned above. Upon review, it has been determined that the document is incomplete or missing critical information required for [Loan Processing/Insurance Approval/Sale Completion].

The following sections or items require your immediate attention:

- [Specify Item 1, e.g., Missing signature on page 4]
- [Specify Item 2, e.g., Current reserve fund balance not provided]
- [Specify Item 3, e.g., Litigation status section left blank]

To prevent further delays in this transaction, please provide the missing information or the fully completed document by [Deadline Date].

You may submit the completed documentation via:

Email: [Email Address]

Fax: [Fax Number]

Portal: [Link if applicable]

If there are additional fees associated with providing this updated information, please notify us immediately. If you have any questions regarding these requirements, please contact [Name] at [Phone Number].

Thank you for your prompt cooperation.

Sincerely,

[Your Name]

[Your Title/Company Name]

[Your Phone Number]