

[Date]

[Management Company Name]

[Association Name]

[Address]

[City, State, Zip Code]

RE: First Request for Condominium Association Questionnaire

Unit Address: [Property Address]

Unit Number: [Unit Number]

Borrower/Seller Name: [Name]

Dear Property Manager,

We are currently processing a real estate transaction for the unit mentioned above. To complete the underwriting process, we require a completed Condominium Association Questionnaire.

Attached to this letter, please find the questionnaire form and a signed authorization from the [Seller/Buyer].

Please complete the document and return it via [Email/Fax/Mail] at your earliest convenience. If there is a required fee for this service, please provide the payment instructions and the total amount due immediately so we may expedite the process.

If you have any questions or require additional information, please contact me at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Company Name]

[Your Title]