

[Current Date]

[Recipient Name]

[Recipient Title/Board of Directors]

[Condominium Association Name]

[Mailing Address]

[City, State, Zip Code]

**RE: Follow-Up Regarding Incomplete Condominium Association Questionnaire -  
[Property Address/Unit Number]**

Dear [Recipient Name/Management Company],

I am writing to follow up on the Condominium Association Questionnaire submitted on [Date of Original Submission] for the property located at [Property Address].

Upon review of the returned document, it was noted that the following sections or items remain incomplete or require further clarification:

- [List Item 1: e.g., Current reserve fund balance]
- [List Item 2: e.g., Pending litigation details]
- [List Item 3: e.g., Insurance policy expiration dates]

This information is vital for the processing of the [Mortgage Loan/Sale/Refinance] and is required by the lender to ensure the homeowners association meets all necessary guidelines. To avoid any delays in the closing process, please provide the missing information by [Requested Due Date].

You may submit the completed information via [Email Address] or by fax at [Fax Number]. If there are additional fees associated with this specific update, please notify me immediately.

Thank you for your prompt attention to this matter. Please contact me at [Your Phone Number] if you have any questions.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Company/Title, if applicable]