

**Date:** [Date]

**To:** [Board of Directors / Management Company Name]

**Association Name:** [Condominium Association Name]

**Address:** [Association Mailing Address]

**RE: MISSING CONDOMINIUM ASSOCIATION QUESTIONNAIRE**

Dear [Contact Name or Board of Directors],

We are currently in the process of a real estate transaction regarding the unit located at: **[Unit Address/Number]**.

As part of the processing requirements for the buyer's mortgage financing, a completed Condominium Association Questionnaire is required. Our records indicate that a request for this document was submitted on [Date of Original Request], but as of today, we have not received the completed form.

This document is time-sensitive and essential for the approval of the loan. Please provide the completed questionnaire no later than [Date] to avoid delays or the potential cancellation of the closing.

Please deliver the completed document via:

- **Email:** [Email Address]
- **Fax:** [Fax Number]
- **Portal:** [Link if applicable]

If there are outstanding fees associated with this request, or if you require additional information, please contact me immediately at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Company Name, if applicable]

[Your Phone Number]