

[Date]

[Recipient Name]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

RE: REQUIRED ACTION - Outstanding Condominium Association Questionnaire

Dear [Contact Person Name],

This letter is a formal notice regarding the outstanding Condominium Association Questionnaire for the property located at **[Property Address/Unit Number]**.

We previously requested this information on [Date of Original Request] in connection with a [Sale/Refinance/Loan Application]. To date, we have not received the completed document. This questionnaire is a mandatory requirement to proceed with the processing of this file.

Action Required:

Please complete, sign, and return the attached questionnaire no later than **[Deadline Date]**. You may return the document via:

- Email: [Email Address]
- Fax: [Fax Number]
- Mail: [Mailing Address]

Failure to provide this information by the specified deadline may result in [Application Denial / Delay of Closing / Additional Processing Fees].

If there are fees associated with the completion of this form, or if you have already sent the document, please contact us immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]