

## **URGENT NOTICE**

Date: [Insert Date]

To: [Board of Directors / Property Management Name]

Condominium Association Name: [Insert Association Name]

Address: [Insert Association Address]

### **RE: MISSING CONDOMINIUM ASSOCIATION QUESTIONNAIRE**

Unit Address: [Insert Unit Address]

Seller(s): [Insert Seller Names]

Buyer(s): [Insert Buyer Names]

Dear Board of Directors / Management Team,

This letter serves as an urgent follow-up regarding the Condominium Association Questionnaire requested on [Insert Date of Original Request] for the above-referenced property.

To date, we have not received the completed questionnaire. This document is a mandatory requirement for the buyer's mortgage financing. Without the completed form, the lender cannot finalize the loan approval, which places the entire real estate transaction at immediate risk of collapse.

The current scheduled closing date is [Insert Closing Date].

We formally request that the completed questionnaire be delivered to [Insert Email Address/Fax Number] no later than [Insert Deadline Time/Date].

If there are outstanding fees required to process this request, please notify us immediately so that payment can be expedited. Your prompt cooperation is essential to ensure this sale proceeds on schedule.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title/Role - e.g., Seller, Realtor, Closing Agent]

[Your Phone Number]

[Your Email Address]