

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[HOA Management Company Name]
[HOA Board of Directors]
[Address]
[City, State, Zip Code]

RE: Request for Verification of Homeowners Association Dues
Property Address: [Insert Property Address]

To Whom It May Concern,

I am writing to formally request a verification of the Homeowners Association (HOA) dues and any outstanding balances for the property located at [Insert Property Address].

Please provide a formal statement or ledger including the following information:

- Current monthly/quarterly/annual assessment amount.
- Current balance on the account, including any past-due amounts.
- Late fees, interest, or legal fees currently charged to the account.
- Confirmation of any upcoming special assessments.
- Violation history or pending fines associated with the property.

I require this information for [state reason: e.g., personal record-keeping, a pending sale, or refinancing]. Please provide this documentation by [Insert Date].

You may send the requested documents to my email at [Insert Email] or via mail to the address listed above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]