

[Your Name/Organization Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name/Board of Directors]  
[Homeowners Association/Entity Name]  
[Address]  
[City, State, Zip Code]

**RE: Representation Regarding Proposed Special Assessment for [Property Address/Project Name]**

Dear [Recipient Name],

I am writing to formally submit this representation regarding the proposed special assessment of \$[Amount] currently under consideration for [Reason for Assessment].

As a member of [Association/Entity Name], I wish to present the following points for the record:

- **Financial Impact:** [Detail how the assessment affects your financial standing or suggest alternative payment plans].
- **Scope of Work:** [Provide comments on the necessity, urgency, or competitive bidding of the proposed project].
- **Alternative Solutions:** [Suggest the use of reserve funds, loans, or phased implementation to reduce the immediate burden].

I request that these comments be included in the official minutes of the upcoming meeting scheduled for [Meeting Date]. I also request a formal response regarding whether the board has explored [Specific Alternative].

Thank you for your time and for considering the concerns of the members before making a final determination.

Sincerely,

[Signature]

[Your Printed Name]  
[Unit/Account Number]