

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[HOA Board Name]

[HOA Name]

[HOA Address]

[City, State, Zip Code]

## **Subject: Request for Insurance Policy Clarification**

Dear [HOA Board/Specific Member's Name],

I hope this message finds you well. I am writing to request clarification regarding the insurance policies held by our Homeowners Association (HOA), particularly in relation to member coverage and liabilities.

Specifically, I would like to inquire about the following:

- Coverage limits for individual homeowners.
- Details regarding liability coverage.
- Any recent changes to the insurance policy.

Your assistance in providing this information will greatly help me in ensuring that I maintain appropriate coverage for my property and abide by our HOA regulations.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your HOA Unit Number]