

# Request for Expense Allocation

Date: [Insert Date]

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

[HOA Board Name]  
[HOA Name]  
[HOA Address]  
[City, State, Zip Code]

Dear [HOA Board/Committee Name],

I hope this letter finds you well. I am writing to formally request an allocation of expenses related to [specific project or purpose] undertaken by our Homeowners Association.

As a member of [HOA Name], I believe that this allocation will enable us to [briefly explain the benefits and necessity of the allocation]. I kindly request the board's consideration of the following allocation:

- Expense Category: [Category]
- Amount Requested: [Amount]
- Justification: [Explain reason for request]

I appreciate your attention to this matter and look forward to your prompt response. Thank you for your commitment to improving our community.

Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]