

# Homeowners Association

[Date]

[Homeowner's Name]

[Homeowner's Address]

[City, State, Zip Code]

Dear [Homeowner's Name],

We hope this letter finds you well. We are writing to inform you that we have observed renovations being carried out at your property located at [Property Address] that do not appear to have been approved by the Homeowners Association (HOA).

As per our governing documents, all renovations and modifications to the exterior of properties within our community must receive prior approval from the HOA to ensure compliance with community standards and regulations. It has come to our attention that the following unauthorized renovations have been made:

- [Description of Unauthorized Renovation #1]
- [Description of Unauthorized Renovation #2]
- [Description of Unauthorized Renovation #3]

We kindly request that you cease any further work on these renovations and submit the appropriate application for approval. Please refer to the attached document outlining the procedure for submitting renovation requests.

We appreciate your attention to this matter and look forward to your cooperation in maintaining the aesthetic integrity of our community.

Sincerely,

[Your Name]

[Your Position]

Homeowners Association

[Contact Information]