

Dear [Homeowner's Name],

We hope this message finds you well. This letter serves as a reminder regarding the recent architectural changes made to your property located at [Property Address]. As per the guidelines outlined in the [Community Name] Homeowners Association (HOA) Rules and Regulations, all exterior modifications require prior approval.

We noticed that the following changes were made without the necessary approval:

- [Specific Change 1]
- [Specific Change 2]
- [Specific Change 3]

To ensure compliance with the HOA regulations, we kindly request that you submit an architectural modification request by [Deadline Date]. Please refer to the attached form and guidelines for more information on how to proceed.

Thank you for your attention to this matter. We appreciate your cooperation in maintaining the aesthetic integrity of our community.

Sincerely,

[Your Name]

[Your Position]

[Community Name] Homeowners Association

[Contact Information]