

Unauthorized Remodeling Request

Date: [Insert Date]

To: [Homeowner Association's Name]

From: [Your Name]

Address: [Your Address]

City, State, Zip: [Your City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Homeowner Association's Board/Committee Members],

I am writing to formally request permission regarding the unauthorized remodeling that has taken place at my property located at [Your Address].

The remodeling, which includes [briefly describe the remodeling work done], was completed on [date work was completed]. Unfortunately, I did not obtain prior approval from the Homeowner Association as required by [insert relevant rule or regulation of HOA].

Due to [explain any reasons for the unauthorized remodeling, if applicable], I kindly ask for your understanding and am willing to comply with any necessary steps to rectify this situation.

I greatly appreciate your attention to this matter and am looking forward to your guidance on how to proceed.

Thank you for your time.

Sincerely,

[Your Name]