

# HOA Fence Approval Sample Letter

From: John Doe

Address: 1234 Green Lane

Phone: 123-456-7890

Date: XX, XX, XXX

TO: (Association name)

NOTICE IS HEREBY GIVEN OF THE FOLLOWING:

I am writing this letter to inform you of my intent to build a fence on my property.

I have reviewed the CC&Rs and consulted with (BOARD MEMBER NAME) about building a fence that will fit within HOA guidelines.

The fence will be made of \_\_\_\_ material. I have planned to build it \_\_\_\_ feet tall and \_\_\_\_ feet from my home. The dimensions will be \_\_ by \_\_. The color will be \_\_. (Add any additional information about your HOA-specific guidelines and your plan to follow them).

I have been in conversation with \_\_\_\_ (construction company) for the building of this fence. I have also attached additional materials including blueprints for your further information.

I would like to begin building within \_\_\_\_ weeks, so please send confirmation of your receipt of this request as soon as possible and confirm that you can make a decision by then or suggest a reasonable date by which I can expect your decision.

If I have not heard from you within the next week, I will send a follow up communication.

Sincerely,

(Your name/ signature)

ADDITIONAL MATERIALS: (Insert or attach fence blueprints, photographs, drawings, etc.)

XXX