**Date:** Select today’s date.

**From:** Enter your name here.  
Enter your address here (including street address, unit number, municipality, province, and postal code).

**To:** Enter the condominium corporation’s legal name here.  
Enter the condominium corporation’s address here (including street address, unit number, municipality, province, and postal code).

**Subject:** Enter the subject of your letter here.

To the board of directors of Enter your condominium corporation’s legal name here,

I am reaching out to you today to bring a concern to your attention. In sending this letter I hope that the condominium corporation’s board of directors and/or condominium manager will be able to investigate this issue and resolve it in a timely manner.

For the past Enter timeframe here I have been experiencing a condo manager related issue. Describe the condo manager issue you are experiencing, including what the issue is, when and where it has occurred, how often it occurs, and you can also include any relevant provisions in your condominium corporation’s governing documents.

I would appreciate if the board of directors would begin a process to resolve this issue. I also ask that you let me know what steps you are proposing to take or have already taken.

For more information about condo manager issues, you can review the information available on the Condominium Authority of Ontario’s website, which is available at <https://www.condoauthorityontario.ca/issues-and-solutions/condo-manager-issues/>.

My hope is that we can resolve this issue collaboratively without having to escalate this issue further. Please note that if this issue is not resolved, I may file a complaint with the Condominium Management Regulatory Authority of Ontario (CMRAO) and/or may take legal action.

If you would like additional information or to discuss this issue and/or any potential resolutions with me, you can contact me by Enter your preferred contact method here at Provide your contact information here.

Thank you in advance for your cooperation.

Sincerely,

Enter your name here.