**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 light related issue. Describe the light issue you are experiencing, including what the light issue is, when and where it has occurred, how often it occurs, and you can also include any relevant provisions in your condominium corporations governing documents.

I would appreciate if the board of directors and/or condominium manager would take steps 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 light 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/light/>.

Finally, please note that the Condominium Authority Tribunal can accept and resolve cases about light issues in condominium communities. For more information about the Tribunal, you can visit their website at <https://www.condoauthorityontario.ca/tribunal/>.

My hope is that we can resolve this issue collaboratively without having to escalate it further.

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.