**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 address this issue and resolve it in a timely manner.

On Select request date I submitted a Request for Records. I have not yet received a response to my request.

Please note that condominium corporations are required to respond to a Request for Records within 30 days using the mandatory [Board’s Response to Request for Records form](https://www.condoauthorityontario.ca/resources/condominium-forms/).

I would appreciate if the board of directors could provide me with a response using the mandatory form as soon as possible.

For more information about condominium records, 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/records-issues/>.

Finally, please note that the Condominium Authority Tribunal can accept and resolve cases about records 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.