**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.

I recently went through the process of requesting records from this condo corporation and have some concerns about the conclusion of my request.

My concerns relate to the Request for Records that I submitted on Select request date.

Provide a brief overview of your concerns (e.g., you did not receive everything you should have, you have concerns about redactions or fees, or if you think the records you received are not adequate.)

I would appreciate if the board of directors and/or condominium manager could provide a response to my concerns.

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.