**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 about an ongoing meeting related issue. This is the second time that I am contacting you about this issue. I previously contacted you by Enter contact method here on Select first contact date. In sending this letter, I hope that we can discuss this issue and come to a mutually agreeable resolution.

The issue relates to the condo corporation’s meetings. Describe the meetings issue, including what the issue is, when it occurred, how often it has occurred, and you can also include any relevant provisions in your condominium corporation’s governing documents. You can also describe when and how you have previously raised this issue with the board of directors and/or condominium manager.

I am requesting that you take immediate action to resolve this issue.

My hope is that we can resolve this issue collaboratively without having to escalate this issue further. Please note that if we cannot resolve this dispute collaboratively, we may need to resolve it by other means, such as through mediation or arbitration, or by requesting an oppression or compliance order from the Superior Court of Justice.

For more information about meetings issues, you can review the information available on the Condominium Authority of Ontario’s website at <https://www.condoauthorityontario.ca/issues-and-solutions/meetings-step-1/>.

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.