

HOA Letter of Appeal

[Your Name]
[Address]
[City, State, Zip]

[Date of letter]

[Recipient's Name]
[Title]
[Company Name]
[Address]
[City, State, Zip]

Dear [Recipient's name],

I am writing the HOA today to request an appeal to the landscaping fine notice that I received last week for not cutting my grass in a timely fashion. I had a scheduled landscape crew for my yard the previous week and they did not cut my grass. They have forgotten to mow my grass three different times now and I was forced to terminate my contract with them immediately. I have been trying to find a new landscape company, however, they are all booked for the summer months. If I do not find a new landscape company in the next three days, I will cut the grass myself in four days.

I am asking that the fine I was issued dropped and I will take care of my grass as soon as possible. If you have any additional questions please call me as soon as possible.

Best regards,
[Your Signature]