October 5, 2018

Sent via USPS Certified Mail, Return Receipt Requested #

«respAddress1»

«respAddress2»

«respCityStateZip»

Sent via email to «respEmail»

Re: «project»

Case No. «caseNumber»

Dear :

The division is in receipt of a complaint filed against «respondent» (hereafter “the association”) for the following issues:

* «allegations»

Please reference case number «caseNumber» when responding and provide the following by «dueDateAllegation»:

* A written response to the above allegation that explains the association’s position and any documentation supporting this position, specifically including:
* «evidence»

**YOUR ATTENTION IS DIRECTED TO RULE 61B-23.002(7)(b)1., FLORIDA ADMINISTRATIVE CODE, WHICH REQUIRES RETENTION OF THIS LETTER OR A COPY THEREOF AMONG THE OFFICIAL RECORDS OF YOUR CONDOMINIUM ASSOCIATION FOR FUTURE REFERENCE.**

Sincerely,

BUREAU OF COMPLIANCE



Danny Brown, Financial Examiner/Analyst

[daniel.brown@myfloridalicense.com](mailto:daniel.brown@myfloridalicense.com)