October 5, 2018

«complainant»

«compAddress»

«compCityStateZip»

Sent via email to «compEmail»

RE: «project»

Case No. «caseNumber»

Dear «compSalutation»:

As discussed in our «dateOfCTC», telephone conversation, your complaint has been assigned to me for review. The following is a summary of the allegations we discussed:

Additional documentation is required to support these allegations and allow for the determination of any violations. In order to proceed with this investigation, we must receive the following information by «dueDateCCCLReqEv»:

The following allegations will not be addressed:

The Condominium Act provides the division jurisdiction over access to records, elections, and some financial issues. As we discussed, the above issues do not fall within these categories.

Please provide the above-referenced documentation by «dueDateCCCLReqEv», or this case will be closed.

Thank you for the opportunity to be of service to you.

Sincerely,

BUREAU OF COMPLIANCE



Danny Brown, Financial Examiner/Analyst

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