

HOA Cover Letter Template — Flooring Renovation Acoustic Documentation

[Date]

To: [Homeowners Association / Condo Association Board / Property Manager], [Building name & address]

From: [Owner name], Unit [__]

Re: Flooring renovation acoustic documentation — Unit [__]

Dear Board,

I am requesting approval to install new flooring in my unit. Per the association's flooring requirements (CC&Rs / architectural guidelines), please find attached the acoustic test documentation for the complete flooring system:

- **Flooring:** [product name], [thickness] — impact sound reduction [__ dB, standard __] (test report attached)
- **Underlayment:** Forna [3mm / 6mm / 12mm] natural cork underlayment — rated IIC [__] / STC [__] on a 6-inch concrete reference slab [with / without] suspended ceiling (test statement attached)
- **Combined system:** [flooring + underlayment] — Δ IIC [__] per ASTM E2179 (test summary attached)

Assembly calculation:

Building's existing floor/ceiling IIC (per building records): [__]

Tested contribution of flooring system (Δ IIC): + [__]

Expected assembly rating: [__]

The underlayment is natural cork — fire-inhibiting, with no toxic off-gassing in combustion, and GreenGuard Gold / ECO Institut certified for indoor air quality (certificates attached). Installation will be floating (no adhesive to the slab) with perimeter expansion gaps per the manufacturer's instructions, by [installer name / the owner], beginning [date] and completing within [__] days.

I would be pleased to provide further documentation or samples on request.

Sincerely,

[Name, signature, phone, email]

Attachments: [list the kit PDFs actually enclosed]