

[Current Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

Re: NOTICE OF UNPAID ASSOCIATION DUES

Dear [Homeowner Name],

This letter is a friendly reminder that your account with [Association Name] is currently past due. According to our records, we have not yet received payment for your association dues for the period of [Billing Period].

The total amount currently outstanding is: **\$(Amount Due)**

Please remit your payment by [Due Date] to avoid any late fees or interest charges as outlined in the association's governing documents. You may send your payment to the following address:

[Association or Management Name]

[Payment Address]

[City, State, Zip Code]

If you have already sent your payment, please disregard this notice. If you have any questions regarding your account balance or believe there is an error, please contact our office at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Title/Board Position]

[Association Name]