

Date: [Date]

To:

[HOA Name]

[HOA Management Company Name, if applicable]

[HOA Mailing Address]

[City, State, Zip Code]

Subject: Notice of Billing Address Update

To the Board of Directors / HOA Management,

I am writing to formally request a change of the billing address for my property within the [Name of Homeowners Association] association.

Please update your records to ensure that all future dues, assessments, and official correspondence are sent to my new mailing address provided below:

Property Address:

[Address of the home located within the HOA]

Account Number (if known): [Your HOA Account Number]

New Billing/Mailing Address:

[Your Full Name]

[New Street Address or P.O. Box]

[City, State, Zip Code]

Effective Date: [Date change should take effect]

Please confirm in writing or via email once this update has been completed in your system. If you have any questions regarding this request, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]