

**Date:** [Insert Date]

**Recipient:**

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

**RE: SECOND NOTICE OF DELINQUENT ASSESSMENT**

Dear [Homeowner Name],

Our records indicate that your account remains past due despite our previous notice sent on [Date of First Letter]. As of the date of this letter, your account balance is **\$(Total Amount Due)**.

This balance includes the following:

- Past Due Assessment: \$(Amount)
- Late Fees: \$(Amount)
- Interest: \$(Amount)

Please remit your payment immediately to avoid further action. Payment can be made via [Payment Methods, e.g., online portal, check, or money order].

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship and wish to discuss a payment plan, please contact the Association Management office at [Phone Number] or [Email Address] within [Number] days.

Failure to settle this debt may result in further collection efforts, which could include legal action or the filing of a lien against your property. All costs associated with collection will be added to your account balance.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Title/Board Position]

[Homeowners Association Name]