

[Current Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

RE: SECOND NOTICE OF OVERDUE ASSOCIATION ASSESSMENTS

Dear [Homeowner Name],

Our records indicate that your account remains past due despite our previous notice sent on [Date of First Notice]. As of today, your balance is \$[Total Amount Due].

This balance includes the following:

- Past Due Assessments: \$[Amount]
- Late Fees: \$[Amount]
- Interest/Other Charges: \$[Amount]

Please remit your payment in full by [Deadline Date] to avoid further action. Payments can be made via [Payment Method/Online Portal] or by mailing a check to the address listed below.

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 immediately at [Phone Number] or [Email Address].

Failure to resolve this debt may result in further late fees, the suspension of community privileges, or the referral of your account to legal counsel for collection.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Name of Board Member]

[Title/Position]

[Homeowners Association Name]