

NOTICE OF DELINQUENCY

Date: [Insert Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

Re: NOTICE OF DELINQUENT ASSESSMENT - Account #[Insert Account Number]

Dear [Homeowner Name],

This letter serves as formal notice that your Homeowners Association (HOA) account is currently past due. Our records indicate that you have a delinquent balance in the amount of \$[Insert Total Amount].

The breakdown of your balance is as follows:

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

To avoid further collection actions, which may include additional late fees, suspension of community privileges, or legal action, please submit your payment in full by [Insert Due Date].

Payment Options:

- Online: [Insert Website Link]
- By Mail: [Insert Mailing Address for Payments]

If you have already sent your payment, please disregard this notice. If you believe there is an error regarding your account balance or if you are experiencing financial hardship and wish to discuss a payment plan, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Name of Representative]

[Title, e.g., Board Treasurer or Property Manager]

[HOA Name]