

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF OUTSTANDING HOA ASSESSMENTS

Dear [Homeowner Name],

This letter is to inform you that your account with [HOA Name] is currently past due. Our records indicate that we have not received payment for the following assessment period(s):

[List Period/Months and Amounts]

Total Amount Overdue: \$[Amount]

Due Date for Payment: [Date]

Late fees and interest in the amount of \$[Amount] have been applied to your account in accordance with the Association's governing documents. To avoid further penalties or collection actions, please submit your payment in full immediately.

Payments can be made via:

- Online Portal: [Website URL]
- Mail: [Mailing Address for Payments]

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 Management Office at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Name/Signature]

[Title/Board Position]

[HOA Name]