

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO DISPATCH TO COLLECTIONS

Dear [Homeowner Name],

This letter serves as a final formal notice regarding your past-due Homeowners Association (HOA) dues for the property located at [Property Address].

As of [Current Date], our records indicate that your account is delinquent in the amount of **[\$[Total Amount Due]]**. This balance includes unpaid assessments, late fees, and interest as permitted by the Association's governing documents.

Despite previous notifications, we have not received payment or a request for a payment plan. Please be advised that if the full balance is not received by **[Deadline Date]**, your account will be turned over to a third-party collection agency or legal counsel for further action.

Transferring your account to collections may result in:

- Additional collection costs and legal fees added to your balance.
- Reporting of the delinquency to national credit bureaus.
- The filing of a lien against your property.
- Potential foreclosure proceedings.

To prevent this escalation, please submit your payment immediately. Payment can be made via [Payment Method/Online Portal URL] or by mailing a check to the address listed below.

If you have already sent your payment or believe this notice is in error, please contact the Management Office at [Phone Number] or [Email Address] immediately to resolve the matter.

Sincerely,

[Your Name/Board Member Name]

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

[HOA Name]