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DATE: [Current Date]

TO:

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

RE: SECOND NOTICE OF DELINQUENT ASSESSMENT

Dear [Homeowner Name],

This letter serves as a second formal demand for payment regarding your overdue Homeowners Association (HOA) account. As of today, our records show that your account remains unpaid in the amount of **[\$Total Amount Due]**.

Despite our previous notice sent on [Date of First Letter], we have not received your payment or a response regarding this balance. This balance includes the following:

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

Please remit the full payment of **[\$Total Amount Due]** to the address listed below by [Deadline Date, e.g., 10 days from today].

Remit Payment To:

[HOA Name or Management Company]

[Payment Address]

[City, State, Zip Code]

Failure to settle this debt or contact us to arrange a payment plan may result in further action, which may include the suspension of community privileges, the filing of a lien against your property, or the referral of your account to a collection agency or legal counsel. Any additional legal or administrative fees incurred will be added to your balance.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Signature]

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

[HOA Name]

[Phone Number]
[Email Address]