

URGENT: SECOND NOTICE OF OVERDUE ASSESSMENTS

[Date]

[Homeowner Name]
[Property Address]
[City, State, Zip Code]

Re: Account Number [Account Number]

Dear [Homeowner Name],

Our records indicate that your account remains delinquent despite our previous notice dated [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 Charges: **\$(Amount)**

Please be advised that this is your second formal notification. Failure to remit payment in full or contact our office to establish a payment plan within [Number] days will result in further escalation. This may include:

- Suspension of community amenity privileges.
- Transfer of your file to a collection agency or legal counsel.
- The recording of a formal lien against your property.
- Responsibility for all additional legal and administrative costs.

Please remit payment immediately via [Payment Method/Online Portal] or mail a check to the address listed below. If you have already sent your payment, please disregard this notice.

If you are experiencing financial hardship, please contact the Association Management at [Phone Number] or [Email Address] immediately to discuss potential arrangements.

Sincerely,

[Your Name/Signature]
[Title]
[Association Name]

Payment Mailing Address:

[Association Name]
[Mailing Address]
[City, State, Zip Code]