

[Current Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

Subject: SECOND NOTICE - Overdue HOA Account Balance

Dear [Homeowner Name],

This letter serves as a second formal follow-up regarding the outstanding balance on your Homeowners Association account. Our records indicate that we have not yet received payment following our previous notice sent on [Date of First Notice].

As of today, your account shows a total overdue balance of \$[Amount], which includes [Dues/Late Fees/Interest].

Account Summary:

- Past Due Amount: \$[Amount]
- Late Fees/Interest: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please remit your payment in full by [Deadline Date] to avoid further action. Payments can be made via [Payment Method/Online Portal] or by mailing a check to the address listed below.

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship or believe there is an error in our records, please contact the Association Management office immediately at [Phone Number] or [Email Address] to discuss a potential payment plan.

Failure to resolve this balance may result in additional late charges, the suspension of community privileges, or the referral of your account to legal counsel for collection.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Title/Board Position]

[HOA Name]