

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

RE: SECOND NOTICE - OVERDUE HOA ASSESSMENTS

Dear [Homeowner Name],

According to our records, your account remains past due. This is a second reminder regarding your Homeowners Association dues for the period of [Billing Period].

As of today, your account balance is as follows:

- Current Dues: \$[Amount]
- Late Fees: \$[Amount]
- Interest/Other Charges: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Your payment was originally due on [Original Due Date]. If you have already sent your payment, please disregard this notice. If not, please remit the total balance immediately to avoid further late fees or potential collection actions as outlined in the association's governing documents.

Payment can be made via:

- Online portal: [Website URL]
- Check payable to: [HOA Name]
- Mailing address: [Mailing Address for Payments]

If you are experiencing financial hardship and would like to discuss a payment plan, please contact the management office at [Phone Number] or [Email Address] as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Board Member Name]

[Title, e.g., Treasurer]

[HOA Name]