

URGENT NOTICE: OVERDUE HOA DUES

Date: [Insert Date]

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

Account Number: [Insert Account Number]

Dear [Homeowner Name],

Our records indicate that your account with [Name of Homeowners Association] is seriously past due. Despite previous reminders, we have not received payment for your outstanding balance.

Total Amount Due: \$[Insert Amount]

Due Date: [Insert Date]

This balance includes the following:

- Monthly/Annual Assessments: \$[Amount]
- Late Fees: \$[Amount]
- Interest Charges: \$[Amount]

Please be advised that this is an urgent matter. Failure to remit the full payment within [Number] days of the date of this letter may result in further collection actions. These actions may include, but are not limited to:

- Suspension of access to community amenities.
- Registration of a formal lien against your property.
- Referral of your account to a third-party collection agency or legal counsel.
- Legal action to recover the debt, including court costs and attorney fees.

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship and wish to discuss a payment plan, please contact the Management Office immediately at [Phone Number] or [Email Address].

Please make your check payable to **[HOA Name]** and mail it to:

[Payment Mailing Address]
[City, State, Zip Code]

Sincerely,

[Your Name/Signature]
[Title: Board Member / Property Manager]
[Name of Homeowners Association]