

URGENT: SECOND NOTICE OF DELINQUENT ASSESSMENT

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

Re: Account Number [Account Number]

Dear [Homeowner Name],

This letter serves as a second formal notice regarding the past-due balance on your Homeowners Association account. As of [Date], our records indicate that your account remains delinquent in the amount of **\$(Total Amount Due)**.

Despite our previous notice dated [Date of First Notice], we have not yet received your payment. This balance includes the following:

- Past Due Assessment: **\$(Amount)**
- Late Fees: **\$(Amount)**
- Interest: **\$(Amount)**
- Other Charges: **\$(Amount)**

Failure to remit payment immediately may result in further action as outlined in the Association's Governing Documents and Collection Policy. This may include the assessment of additional late fees, the suspension of community amenity privileges, and/or the referral of your account to a collection agency or legal counsel for further pursuit, which may include a lien against your property.

Please submit your payment of **\$(Total Amount Due)** by [Due Date] to avoid further escalation. Payments can be made via [Payment Methods, e.g., online portal, mail, or office drop-box].

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 our management office immediately at [Phone Number] or [Email Address].

Sincerely,

[Board of Directors/Property Manager Name]

[HOA Name]