

Date: [Insert Date]

To:

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

Subject: Annual Homeowners Association Dues Verification

Dear [Homeowner Name],

This letter serves as official verification of the Homeowners Association (HOA) dues for the property located at [Property Address].

For the fiscal year [Year], the annual assessment details are as follows:

- **Annual Dues Amount:** \$[Amount]
- **Payment Frequency:** [Annual/Quarterly/Monthly]
- **Current Account Status:** [Current/Paid in Full/Outstanding Balance]
- **Next Payment Due Date:** [Date]

The annual dues cover the maintenance of common areas, community insurance, [list other services, e.g., landscaping, pool maintenance, or security].

Please note that any outstanding balances may be subject to late fees as outlined in the association bylaws. If you have already made a payment recently, please disregard this notice.

If you have any questions regarding your account or require assistance with payment methods, please contact the HOA Board at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Title, e.g., HOA Treasurer/Manager]

[HOA Name]