

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF DELINQUENT HOMEOWNERS ASSOCIATION DUES

Dear [Homeowner Name],

This letter serves as a formal notification that your Homeowners Association (HOA) account for the property located at [Property Address] is currently past due.

According to our records, your account has an unpaid balance of \$[Total Amount Due]. This balance includes the following:

- Past Due Assessments: \$[Amount]
- Late Fees: \$[Amount]
- Interest/Other Charges: \$[Amount]

The total amount was due on [Original Due Date]. Please submit your payment in full by [Deadline Date] to bring your account into good standing and to avoid further late fees or potential legal action as outlined in the Association's governing documents.

Payment Options:

- Online: [Link to Payment Portal]
- By Mail: Please send a check payable to [HOA Name] to [Mailing Address].

If you have already sent your payment, please disregard this notice. If you believe there is an error in our records or 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].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Title, e.g., Board Treasurer or Property Manager]

[HOA Name]