

[Your Name]
[Your Property Address]
[Your Phone Number]
[Your Email Address]

[Date]

[HOA Board of Directors or Management Company Name]
[HOA Mailing Address]
[City, State, Zip Code]

RE: Request for Dues Payment History - Account #[Your Account Number]

Dear [HOA Board/Manager Name],

I am writing to formally request a complete statement of my assessment account for the property located at [Your Property Address].

Please provide a detailed ledger of my payment history for the period starting [Start Date] to [End Date]. I would like this report to include:

- Dates and amounts of all dues/assessments billed.
- Dates and amounts of all payments received.
- Detailed breakdown of any late fees, interest, or special assessments applied.
- The current outstanding balance on the account.

I am requesting these records for my personal financial review and to ensure my account is accurately reflected in your system. Please send this information via [Email/Standard Mail] within [Number, e.g., 10] business days.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]