

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

Subject: Initial Homeowners Association (HOA) Dues Status Notification

Dear [Homeowner Name],

Welcome to the [HOA Name] community. This letter serves as your initial notification regarding the status of your homeowner association dues for the property located at [Property Address].

As a member of the association, you are responsible for the payment of assessments which fund the maintenance, insurance, and operation of our common areas and community services.

Current Account Summary:

- **Account Number:** [Account Number]
- **Current Balance Due:** \$[Amount]
- **Due Date:** [Date]
- **Payment Frequency:** [Monthly/Quarterly/Annually]

Payment Instructions:

Please make your check payable to [HOA Name] and mail it to the following address:
[Payment Mailing Address]

Alternatively, you may pay online via our portal at: [Website URL]

If you have already made this payment, please disregard this notice. If you have any questions regarding your account status or how to pay, please contact the board at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Board Member Name]

[Title]

[HOA Name]