

[Date]

[Homeowner Name]
[Property Address]
[City, State, Zip Code]

RE: FINAL DEMAND FOR PAST DUE ASSESSMENTS

Dear [Homeowner Name],

This letter serves as a formal final demand for payment regarding your delinquent Homeowners Association account for the property located at [Property Address].

As of [Current Date], your account is past due in the amount of **[\$Total Amount Due]**. This balance includes the following:

- Unpaid Assessments: \$[Amount]
- Late Fees: \$[Amount]
- Interest: \$[Amount]
- Administrative/Legal Costs: \$[Amount]

Despite previous notices, we have not received the required payment. Please be advised that if the full balance is not paid within [Number, e.g., 10] days of the date of this letter, the Association will take further legal action to collect these funds.

Further actions may include, but are not limited to:

- Filing a claim in Small Claims Court.
- Placing a formal lien against your property.
- Initiating foreclosure proceedings.
- Suspending access to community amenities and voting rights.

Please make your check or money order payable to **[HOA Name]** and mail it to:

[HOA Name or Management Company]
[Payment Mailing Address]
[City, State, Zip Code]

If you have already sent your payment, please disregard this notice. If you wish to discuss a payment plan or dispute this balance, you must contact [Contact Name/Office] at [Phone Number] immediately.

Sincerely,

[Signature]
[Printed Name]

[Title: Board Member / Property Manager]
[HOA Name]