

[Date]

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

RE: FIRST NOTICE OF PAST DUE ASSESSMENT

Dear [Homeowner Name],

This letter serves as a friendly reminder that your Homeowners Association (HOA) dues for the period of [Billing Period] were due on [Due Date]. According to our records, we have not yet received your payment.

Account Summary:

- Current Assessment: \$[Amount]
- Late Fees: \$[Amount]
- Interest/Other Charges: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please remit your payment by [New Due Date] to bring your account current. You may pay by [Payment Method: Online/Check/Mail].

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship or believe there is an error in our records, please contact the Association management office immediately at [Phone Number] or [Email Address] to discuss payment options.

Thank you for your prompt attention to this matter and for being a valued member of the [HOA Name] community.

Sincerely,

[Name/Signature]
[Title/Board Position]
[HOA Name]