

[Date]

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

Subject: Friendly Reminder: Outstanding HOA Assessment

Dear [Homeowner Name],

This is a friendly reminder regarding your Homeowners Association (HOA) assessment for the property located at [Property Address].

According to our records, your account currently shows an outstanding balance of \$[Amount Due], which was due on [Due Date].

We understand that life can get busy and this may have simply slipped your mind. If you have already sent your payment, please disregard this notice and we thank you for your cooperation.

If you have not yet made your payment, please do so at your earliest convenience. You can pay via the following methods:

- **Online Portal:** [Insert Website URL]
- **By Mail:** Send a check to [Mailing Address]
- **In Person:** Visit the management office at [Office Address]

If you are experiencing financial hardship or have questions regarding your account balance, please contact us at [Phone Number] or [Email Address] so we can discuss a payment plan or resolve any discrepancies.

Thank you for being a valued member of our community.

Sincerely,

[Your Name/Name of Board Member]
[Title/Position]
[HOA Name]