

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

**RE: NOTICE OF INTENT TO RETAIN LEGAL COUNSEL - DELINQUENT HOA DUES**

Dear [Homeowner Name],

This letter serves as formal notice regarding your delinquent account with the [Name of Homeowners Association]. According to our records, your account is currently past due in the amount of \$[Total Amount Owed].

Despite previous notifications, we have not received the necessary payment to bring your account into good standing. Please be advised that if the full balance is not paid by [Deadline Date], the Board of Directors will transfer your file to our legal counsel to initiate formal collection proceedings.

Legal action may result in the following:

- The filing of a Assessment Lien against your property.
- A lawsuit to obtain a money judgment.
- Foreclosure proceedings.
- Additional costs, including attorney fees and court costs, for which you will be held responsible.

To avoid further legal action and additional expenses, please submit your payment immediately. Payment can be made via [Payment Method/Online Portal] or by mailing a check to the address listed below.

If you have already sent your payment or believe this notice was sent in error, please contact the Management Office at [Phone Number] or [Email Address] immediately to resolve the discrepancy.

Sincerely,

[Your Name/Board Member Name]

[Title]

[Homeowners Association Name]