

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF DEFAULT ON PAYMENT PLAN

Dear [Homeowner Name],

This letter serves as formal notice that you are in default of the payment plan agreement dated [Date of Agreement] regarding your outstanding Homeowners Association (HOA) dues for the property located at [Property Address].

According to our records, you have failed to make the payment due on [Due Date of Missed Payment] in the amount of \$[Amount]. As a result of this missed payment, your account is now considered delinquent.

Please be advised of the following:

- Total Amount Currently Past Due: \$[Amount]
- Late Fees/Interest Applied: \$[Amount]
- Total Amount Required to Cure Default: \$[Total Amount]

To bring your account back into good standing and maintain the terms of your payment plan, please submit the total amount required to cure this default by [Deadline Date]. Payments can be made via [Payment Method/Online Portal/Mailing Address].

Failure to cure this default by the date specified above may result in the cancellation of your payment plan. If the plan is cancelled, the entire remaining balance of your HOA dues will become due immediately, and the Association may pursue further collection actions as permitted by the CC&Rs and state law, which may include late penalties, liens, or legal proceedings.

If you believe this notice has been sent in error, or if you are experiencing extreme financial hardship, please contact the [Management Company/Board of Directors] immediately at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title/Board Position]

[Homeowners Association Name]