

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF LATE FEES ASSESSED ON ACCOUNT #[Account Number]

Dear [Homeowner Name],

This letter serves as formal notification that your Homeowners Association (HOA) account is currently past due. According to our records, we have not received the payment for the assessment period of [Month/Year].

In accordance with the Association's governing documents and collection policy, a late fee has been applied to your account. Please find the summary of charges below:

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

Please remit the total balance due by [Date] to avoid further late fees, interest, or potential legal action. You may submit your payment via [Payment Method: Online Portal/Check/Mail].

If you have already sent your payment, please disregard this notice. If you believe this fee has been assessed in error or if you are experiencing a financial hardship, please contact the Management Office at [Phone Number] or [Email Address] to discuss a payment plan.

Thank you for your prompt attention to this matter.

Sincerely,

[Name/Signature]

[Title: Board Member / Property Manager]

[HOA Name]