

DATE: [Insert Date]

TO:

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF PLACEMENT WITH DEBT COLLECTION AGENCY

Dear [Homeowner Name],

This letter serves as formal notification that your account regarding Homeowners Association (HOA) dues for the property located at [Property Address] has been referred to an external debt collection agency.

Despite previous notices regarding your past-due balance, our records indicate that your account remains delinquent in the amount of \$[Total Amount Owed]. This balance includes unpaid assessments, late fees, interest, and administrative costs accumulated as of [Date].

Collection Agency Information:

- **Agency Name:** [Name of Collection Agency]
- **Address:** [Agency Address]
- **Phone Number:** [Agency Phone Number]
- **Account Reference Number:** [Reference Number]

Effective immediately, all further communications, payments, and settlement negotiations must be directed to [Name of Collection Agency]. The HOA Board of Directors and the Management Office can no longer accept direct payments for this debt.

Failure to resolve this matter with the collection agency may result in further legal action, which may include the filing of a lien against your property or legal proceedings to recover the debt, the costs of which may be added to your total balance.

Please contact the agency listed above immediately to arrange for payment.

Sincerely,

[Your Name/Representative Name]

[Title, e.g., Property Manager or Board Secretary]

[Association Name]