

[Date]

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

RE: NOTICE OF SUSPENSION OF AMENITIES PRIVILEGES

Dear [Homeowner Name],

This letter serves as formal notification that your access to [Association Name] community amenities has been suspended, effective [Effective Date].

Our records indicate that your assessment account is currently delinquent in the amount of \$[Total Amount Owed]. According to the Association's Governing Documents and Bylaws, the Board of Directors has the authority to suspend the use of common facilities and amenities when a member's account is not in good standing.

The suspension includes, but is not limited to, the following:

- [Amenity 1, e.g., Swimming Pool access]
- [Amenity 2, e.g., Clubhouse rentals]
- [Amenity 3, e.g., Fitness Center access]
- [Amenity 4, e.g., Tennis Courts]

To restore your access privileges, please submit the full payment of \$[Total Amount Owed] to the management office immediately. Once the payment has been processed and your account balance is cleared, your access rights will be reinstated within [Number] business days.

Payments can be made via [Payment Method/Online Portal/Mailing Address].

If you believe this notice has been sent in error, or if you wish to discuss a payment plan, please contact [Contact Name/Management Company] at [Phone Number] or [Email Address] immediately.

Sincerely,

[Your Name/Board Member Name]
[Title]
[Association Name]