

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[HOA Board Name or Management Company]
[Address]
[City, State, Zip Code]

RE: Proposed Payment Plan for Account #[Your Account Number]

Dear Board of Directors,

I am writing to you regarding the past due balance on my Homeowners Association account for the property located at [Your Property Address].

Due to [briefly mention reason, e.g., unexpected financial hardship], I have fallen behind on my assessments. I am committed to bringing my account current and would like to propose the following payment arrangement to resolve the outstanding balance of \$[Total Amount Owed]:

- An immediate initial payment of \$[Amount] to be paid by [Date].
- Monthly installments of \$[Amount] beginning on [Date].
- These installments will be paid in addition to my regular monthly/quarterly HOA dues.

Based on this schedule, I anticipate that my account will be fully paid and up to date by [Date].

I kindly request that the Board consider this proposal and waive any further late fees or legal actions while I am making these payments in good faith. Please let me know if this plan is acceptable or if we need to discuss alternative terms.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]