

## SECOND NOTICE OF DELINQUENT ASSESSMENT

Date: [Date]

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

RE: Account Number: [Account Number]

Dear [Homeowner Name],

This is a second formal notice regarding the unpaid assessments for the property located at [Property Address]. As of the date of this letter, our records show that your account remains past due in the amount of \$[Total Amount Due].

Despite our previous notice sent on [Date of First Notice], we have not received your payment or a response regarding your intent to pay. This balance now includes the following:

- Past Due Dues: \$[Amount]
- Late Fees: \$[Amount]
- Interest: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please remit payment in full by [Due Date] to avoid further action. Failure to resolve this debt may result in the account being turned over to a collection agency or legal counsel, which may lead to additional legal fees, the filing of a lien against your property, or a loss of community privileges.

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship and wish to discuss a payment plan, please contact the Association office immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]  
[Title/Board Position]  
[Homeowners Association Name]