

**LAW OFFICES OF [Attorney Name or Firm Name]**

[Address Line 1]

[Address Line 2]

[Phone Number]

[Email Address]

[Date]

[Homeowner Name]

[Mailing Address Line 1]

[Mailing Address Line 2]

**RE: NOTICE OF DELINQUENT ASSESSMENT AND INTENT TO COLLECT**

**Property Address:** [Property Address]

**Association:** [HOA Name]

**Total Amount Due:** \$[Total Amount]

Dear [Homeowner Name],

This office represents [HOA Name] regarding your outstanding debt for homeowners' association assessments. According to the records of the Association, your account is seriously delinquent.

As of [Date], the total amount owed is **\$(Total Amount)**. This balance includes unpaid assessments, late fees, interest, and legal costs incurred to date.

Please be advised that this is a formal demand for payment. You are requested to remit the full balance to the address listed above within [Number] days of the date of this letter. Checks should be made payable to "[HOA Name]" or "[Law Firm Name] Trust Account."

Failure to resolve this matter immediately may result in further legal action, which may include the filing of a lien against your property, a lawsuit to obtain a personal judgment, or foreclosure proceedings. Any additional legal fees incurred will be added to your account balance.

**Fair Debt Collection Practices Act Notice:** This is an attempt to collect a debt, and any information obtained will be used for that purpose. Unless you notify this office within thirty (30) days after receiving this notice that you dispute the validity of the debt or any portion thereof, this office will assume the debt is valid.

If you have already made payment or believe this notice was sent in error, please contact our office immediately at [Phone Number] to provide proof of payment.

Sincerely,

[Attorney Signature]  
[Attorney Name]  
For the Firm