

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

**RE: NOTICE OF DELINQUENT ASSESSMENT**

Dear [Homeowner Name],

This letter serves as formal notification that your account with [Name of Homeowners Association] is currently past due. Our records indicate that you have failed to pay the required assessments for the period of [Start Date] to [End Date].

The total balance currently owed is **[\$Total Amount Owed]**. This balance includes the following:

- Past Due Assessments: \$[Amount]
- Late Fees: \$[Amount]
- Interest Charges: \$[Amount]
- Administrative Costs: \$[Amount]

Please remit payment in full by [Due Date] to bring your account into good standing. Payments can be made via [Payment Method, e.g., online portal, check by mail, or management office].

If you believe this statement is in error, or if you are experiencing financial hardship and wish to discuss a payment plan, please contact the Association Management at [Phone Number] or [Email Address] immediately.

Failure to resolve this debt may result in further action as permitted by the Association's Governing Documents and local laws, which may include the filing of a lien against your property, suspension of community privileges, or legal action.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

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

[Name of Homeowners Association]