

Date: [Insert Date]

To: [Homeowner Name]

Address: [Property Address]

Account Number: [Account #]

NOTICE: FINAL DEMAND FOR PAYMENT PRIOR TO LEGAL ACTION

Dear [Homeowner Name],

Our records indicate that your account with the [HOA Name] remains delinquent. Despite previous notifications, we have not received the balance due for your association assessments.

Total Amount Owed: \$[Amount]

This letter serves as formal notification that this is your **final opportunity** to resolve this debt directly with the Association. If full payment is not received within [Number, e.g., 10] days from the date of this letter, your account will be escalated to our legal counsel or a third-party collection agency without further notice.

Consequences of further non-payment may include:

- Recordation of a formal Lien against your property.
- Commencement of a Foreclosure action.
- Assessment of additional legal fees, court costs, and interest.
- Suspension of access to community amenities.

Please remit payment immediately. Payments can be made via [Insert Payment Method/Portal Link].

If you have already sent your payment, please disregard this notice. If you wish to discuss a payment plan, you must contact [Contact Person/Department] at [Phone Number] before the deadline stated above.

Sincerely,

[Your Name/Board Member Name]

[Title, e.g., Treasurer]

[HOA Name]