

**DATE:** [Current Date]

**TO:**

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

**RE: FINAL NOTICE - DELINQUENT HOA ACCOUNT**

Dear [Homeowner Name],

Our records indicate that your account with [HOA Name] remains seriously delinquent. Despite previous notifications, we have not received payment for your outstanding balance.

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

This balance includes the following:

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

This is a **FINAL DEMAND** for payment. You are required to pay the total balance in full within [Number] days of the date of this letter.

Failure to remit payment by [Deadline Date] will result in the Association taking further legal action to collect this debt. This may include, but is not limited to:

- Filing a formal lien against your property.
- Commencing foreclosure proceedings.
- Filing a lawsuit for a money judgment.
- Suspending your access to community amenities and voting rights.

Any legal fees or court costs incurred by the Association in the pursuit of this debt will be added to your account balance.

Please make your check or money order payable to **[HOA Name]** and mail it to:

[Payment Mailing Address]

[City, State, Zip Code]

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Board Member Name]  
[Title, e.g., Board Treasurer or Property Manager]  
[HOA Name]