

[Law Firm Name]
[Attorney Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: NOTICE OF INTENT TO FILE LAWSUIT

Creditor: [Name of Homeowner Association]

Account Number: [Account Number]

Total Balance Due: \$[Amount]

Dear [Homeowner Name],

This office represents [Name of Homeowner Association] regarding your delinquent account for unpaid assessments, late fees, and related charges for the property located at [Property Address].

Despite previous requests for payment, your account remains severely past due. As of the date of this letter, the total outstanding balance is \$[Amount]. This amount may continue to accrue interest, late charges, and additional legal costs.

PLEASE TAKE NOTICE that it is our client's intent to initiate a formal lawsuit against you in [Name of County] Court to recover the full amount owed, plus attorney fees and court costs, unless payment is received in full within [Number, e.g., 10 or 30] days of the date of this letter.

A judgment against you may result in the following:

- Garnishment of your wages;
- Seizure of assets or bank accounts;
- A judicial lien placed against your property;
- Foreclosure of the Association's lien.

To prevent further legal action, please remit a certified check or money order payable to "[Name of Homeowner Association]" to the address listed above. If you wish to discuss a payment plan, you must contact this office immediately.

If you have already paid this balance or are currently in bankruptcy, please disregard this notice and provide our office with the relevant documentation.

Sincerely,

[Attorney Signature]
[Attorney Name]