

URGENT NOTICE: INTENT TO LITIGATE

Date: [Insert Date]

To: [Homeowner Name]
Address: [Property Address]
Account Number: [Account Number]

From: [HOA Name/Law Firm Name]
Address: [Return Address]

Dear [Homeowner Name],

This letter serves as formal notification that your account with [Name of Homeowner Association] is seriously delinquent. As of the date of this letter, your total outstanding balance is **[\$Amount Due]**.

Despite previous notices and requests for payment, the balance remains unpaid. Please be advised that we are prepared to initiate formal legal proceedings against you to recover this debt. Legal action may include, but is not limited to:

- Filing a lawsuit in civil court.
- Placing a lien against your property.
- Initiating foreclosure proceedings (if applicable under state law).
- Garnishments of wages or bank accounts following a judgment.

You may still resolve this matter without litigation by submitting the full payment of **[\$Amount Due]** by [Deadline Date]. Payment must be made via [Accepted Payment Methods] to the address listed above.

If you fail to pay or contact our office to establish a payment plan by the deadline stated above, we will proceed with litigation without further notice. Please be aware that you may also be held responsible for additional court costs, process server fees, and attorney fees incurred during the collection process.

Please govern yourself accordingly.

Sincerely,

[Signature]
[Printed Name]
[Title/Position]
[Phone Number]