

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Insert Date]

To:

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

From:

[HOA Name or Law Firm Name]
[Return Address]
[Phone Number]

RE: NOTICE OF INTENT TO FILE LAWSUIT - DELINQUENT HOA DUES

Dear [Homeowner Name],

This letter serves as formal notice that your account with [Name of Homeowners Association] is severely delinquent. As of [Date], our records indicate an outstanding balance of \$[Total Amount Owed].

This balance includes the following:

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

Despite previous notifications, we have not received the required payment. This is your final opportunity to resolve this matter before we initiate formal legal proceedings against you.

Failure to remit the full payment of \$[Total Amount Owed] or contact our office to establish a signed payment plan by [Deadline Date - e.g., 10 days from receipt] will result in the following actions:

1. The filing of a lawsuit in [County Name] Court to obtain a money judgment.
2. The placement of a formal lien against your property.
3. The potential foreclosure of your property to satisfy the debt.
4. Responsibility for all additional attorney fees and court costs incurred during litigation.

Please make your check or money order payable to [Entity Name] and mail it to the address listed above. If you believe this amount is in error, you must provide written documentation disputing the debt within [Number] days.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name/Title]

On behalf of [HOA Name]