

[Date]

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

RE: NOTICE OF INTENT TO FILE LAWSUIT - DELINQUENT ASSOCIATION 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 unpaid balance of \$[Total Amount Owed].

This balance includes:

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

Despite previous notices, the balance remains unpaid. Please be advised that if payment is not received in full by [Deadline Date, e.g., 10-15 days from letter date], the Association will initiate legal action against you to recover the debt.

A lawsuit may result in a court judgment against you, which may include additional court costs, process server fees, and reasonable attorney fees. Once a judgment is obtained, the Association may pursue collection through wage garnishment, bank levies, or placing a lien against your property.

To avoid legal action, please remit payment immediately to the address below:

[Payment Mailing Address]
[City, State, Zip Code]

If you wish to discuss a payment plan, you must contact [Contact Name/Management Company] at [Phone Number] or [Email Address] prior to the deadline stated above.

Sincerely,

[Your Signature]
[Your Printed Name]
[Title/Board Position]
[Name of Homeowners Association]