

## NOTICE OF INTENT TO FILE LAWSUIT

Date: [Insert Date]

To: [Homeowner Name]

Address: [Homeowner Property Address]

City, State, Zip: [City, State, Zip]

RE: NOTICE OF DELINQUENT HOMEOWNER ASSOCIATION DUES

Dear [Homeowner Name],

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

The total balance includes the following:

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

Despite previous requests for payment, your account remains unpaid. Please be advised that if the full balance is not received by [Deadline Date], the Association will initiate a formal lawsuit against you to recover the debt.

If a lawsuit is filed, the Association will seek a court judgment for the full amount owed, plus additional attorney fees and court costs. This may lead to further legal actions, including but not limited to, the placement of a lien on your property or the garnishment of wages.

To avoid legal action, please submit your payment in full or contact [Name of Contact Person/Management Company] at [Phone Number/Email] by [Deadline Date] to discuss a formal payment plan.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title, e.g., HOA President/Property Manager]

[Name of Homeowner Association]