

DATE: [Current Date]

TO:

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO INITIATE LEGAL ACTION FOR DELINQUENT ASSESSMENTS

Dear [Homeowner Name],

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

The total balance includes the following:

- Past Due Assessments: **\$(Amount)**
- Late Fees: **\$(Amount)**
- Interest: **\$(Amount)**
- Administrative/Collection Costs: **\$(Amount)**

Despite previous notifications, we have not received the required payment. Please be advised that if the full balance is not paid within [Number, e.g., 10 or 30] days from the date of this notice, the Association will transition this matter to legal counsel to initiate formal collection proceedings.

Legal action may result in the following:

- The filing of a Assessment Lien against your property.
- A lawsuit to obtain a money judgment.
- Foreclosure proceedings against your property.
- Additional attorney fees and court costs added to your balance.

To avoid further action, please remit payment in full to the address below:

[Payment Mailing Address]

[City, State, Zip Code]

If you believe there is an error regarding your account, or if you wish to discuss a payment plan, you must contact [Contact Person/Management Company Name] at [Phone Number] or [Email Address] immediately.

Govern yourself accordingly.

Sincerely,

[Your Name/Signature]

[Title, e.g., Board President or Property Manager]

[Name of Homeowners Association]