

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Insert Date]
From: [HOA Name or Law Firm Name]
Address: [Insert Address]
Phone: [Insert Phone Number]

To: [Homeowner Name]
Property Address: [Insert Property Address]
Mailing Address (if different): [Insert Mailing Address]

RE: NOTICE OF STATUTORY INTENT TO FILE A LAWSUIT FOR UNPAID ASSESSMENTS

Dear [Homeowner Name],

This letter serves as formal notice that you are in default of your financial obligations to [Name of Homeowners Association] regarding the property located at [Property Address].

As of [Date], your account balance is **#[Insert Total Amount Due]**. This balance includes:

- Past Due Assessments: \$[Amount]
- Late Fees: \$[Amount]
- Interest: \$[Amount]
- Collection/Attorney Costs: \$[Amount]

TAKE NOTICE: If full payment is not received within [Insert Number, e.g., 30 or 45] days from the date of this notice, the Association intends to file a civil lawsuit against you. This legal action will seek a personal money judgment for the total amount owed, plus additional court costs, process server fees, and reasonable attorney fees incurred during the litigation process.

Furthermore, the Association may also exercise its right to record a Claim of Lien against your property or proceed with foreclosure actions as permitted by state law and the Association's Governing Documents.

To prevent legal action, please submit a check or money order for the full amount payable to [Name of HOA] at the address listed above. If you wish to discuss a payment plan or dispute the validity of this debt, you must contact our office in writing within [Insert Number] days.

Failure to respond will result in immediate legal proceedings without further notice.

Sincerely,

[Signature]
[Printed Name]

[Title: e.g., HOA President / Attorney at Law]
[Name of Association or Firm]