

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

[Date]

[HOA Board of Directors or Management Company Name]  
[Address]  
[City, State, Zip Code]

RE: Settlement Offer for Account: [Your Account Number]

Dear Board of Directors,

I am writing to discuss the outstanding balance on my homeowner association account for the property located at [Your Property Address].

Due to [briefly mention reason, e.g., unexpected financial hardship], I have fallen behind on my assessments. I am committed to resolving this debt and would like to propose a formal settlement offer to clear the account in full.

My current balance is reported as \$[Total Amount Owed]. I am offering a one-time, lump-sum payment of \$[Offer Amount] as full and final satisfaction of this debt. This offer represents a sincere effort to settle the account immediately based on my current financial capabilities.

Upon acceptance of this offer, I agree to make the payment within [Number] days. In exchange, I request that the HOA waives all remaining late fees, interest, and legal costs, and reports the account as "Paid in Full" or "Settled in Full."

Please notify me in writing if this proposal is acceptable. I look forward to resolving this matter amicably.

Sincerely,

[Your Signature]

[Your Printed Name]