

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

[Date]

[HOA Name]
[Management Company Name, if applicable]
[Address]
[City, State, Zip Code]

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

Dear Board of Directors,

I am writing to formally propose a settlement regarding the outstanding balance of \$[Total Amount Owed] currently owed on my Homeowner Association account for the property located at [Your Property Address].

Due to [briefly state reason: e.g., unexpected financial hardship, medical expenses, or unemployment], I have fallen behind on my assessments. I am committed to resolving this debt and bringing my account into good standing.

I am proposing a one-time, lump-sum payment of \$[Offer Amount] as full and final settlement of the total balance. This offer represents [Percentage]% of the total amount owed.

Upon your acceptance of this offer and receipt of the funds, I request that the HOA:

- Consider the debt paid in full.
- Waive all remaining principal, late fees, interest, and legal costs.
- Remove any liens filed against the property related to this debt.
- Report the account as "Paid in Full" or "Settled" to any relevant credit reporting agencies.

Please provide a written response within [Number of Days, e.g., 14] days if this proposal is acceptable. Once I receive written confirmation of your acceptance, I will remit the payment immediately via [Payment Method].

Thank you for your time and for considering my request to resolve this matter amicably.

Sincerely,

[Your Signature]

[Your Printed Name]