

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

[Date]

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

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

Dear [Name of Contact Person or HOA Board],

I am writing to formally propose a final settlement regarding the outstanding balance on my Homeowners Association account for the property located at [Property Address].

As of [Date], the current records indicate a total balance of \$[Total Amount Owed], which includes unpaid assessments, late fees, interest, and legal costs. Due to [briefly state reason: e.g., financial hardship, medical issues, or job loss], I am unable to pay the full balance in a single payment.

In an effort to resolve this matter amicably and immediately, I am offering a one-time, lump-sum payment of \$[Offer Amount]. This amount represents approximately [Percentage]% of the total balance owed.

This offer is contingent upon the following terms:

- The HOA accepts the payment of \$[Offer Amount] as full and final satisfaction of the entire debt.
- All remaining late fees, interest, and legal penalties associated with this account will be waived.
- Any existing liens on the property related to this debt will be released and cleared with the county recorder within [Number] days of payment receipt.
- The HOA will report the account as "Paid in Full" or "Settled" to any relevant credit reporting agencies.

I am prepared to make this payment via [Payment Method: e.g., Cashier's Check/Electronic Transfer] within [Number] days of receiving your written acceptance of this settlement offer.

Please provide a written response by [Date] indicating your acceptance or a counter-offer. I look forward to resolving this matter quickly.

Sincerely,

[Your Signature]

[Your Printed Name]