

Current Date: [Insert Date]

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

To: [HOA Name] Board of Directors / [Property Management Company Name]
[Mailing Address]
[City, State, Zip Code]

RE: Good Faith Settlement Offer for Account: [Insert Account Number]

Dear Board of Directors,

I am writing this letter to formally submit a good faith offer to settle the outstanding balance on my Homeowners Association account for the property located at [Your Property Address].

Currently, the records indicate a total balance of \$[Insert Total Amount Owed], which includes delinquent dues, late fees, interest, and legal costs. Due to [briefly mention reason, e.g., unexpected financial hardship/medical issues/unemployment], I have fallen behind on my obligations. However, I am committed to resolving this matter immediately.

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

If this proposal is accepted, I agree to make the payment in full within [Number] business days of receiving your written acceptance. In exchange, I request that the HOA waives all remaining late fees, interest, and penalties, and reports the account as "Paid in Full" or "Settled in Full" to any relevant parties.

Please provide a written response within [Number] days to confirm if this settlement is acceptable. If you require further documentation regarding my financial situation, please let me know.

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

Sincerely,

[Your Signature]

[Your Printed Name]