

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

[Date]

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

RE: Settlement Offer for Delinquent Dues - Account #[Your Account Number]

Dear Board of Directors,

I am writing this letter to formally request a settlement regarding the outstanding balance on my HOA account. Due to unexpected financial hardship caused by [briefly mention reason, e.g., medical emergency, job loss, or family crisis], I have fallen behind on my assessments.

I value my residency in this community and am committed to resolving this debt. Currently, my total balance, including late fees and interest, is \$[Total Amount Owed].

Because of my limited financial resources, I would like to propose a one-time, lump-sum settlement payment of \$[Offer Amount]. This amount represents the most I can afford to pay at this time to settle the account in full.

If this offer is accepted, I request that the Association waive any remaining balance, including late fees and legal charges, and report the account as "Paid in Full" or "Settled."

I have enclosed [briefly mention any proof, e.g., a pay stub or medical bill] as documentation of my current financial situation. I am prepared to make this payment immediately upon receipt of a written agreement from the Board.

Thank you for your time and for considering my request during this difficult period. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]