

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

[Date]

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

**RE: Settlement Offer and Installment Plan for Account #[Your Account Number]**

Dear Board of Directors,

I am writing this letter regarding the outstanding balance of \$[Total Amount Owed] on my Homeowner Association account. I value my membership in this community and intend to fulfill my financial obligations; however, I have recently experienced [briefly mention reason, e.g., unexpected medical expenses / job loss] which has caused me to fall behind.

I would like to propose a formal settlement and installment plan to clear this debt. I am requesting that the HOA consider waiving [Late Fees/Interest/Legal Fees] in the amount of \$[Amount to be waived] to help me resolve this balance faster.

My proposed payment plan is as follows:

- **Initial Down Payment:** \$[Amount] to be paid by [Date].
- **Monthly Installments:** \$[Amount] per month for [Number] months.
- **Payment Start Date:** [Date of first installment].

These payments will be made in addition to my regular monthly HOA dues to ensure no further delinquency occurs. I am committed to following this schedule until the agreed-upon balance is paid in full.

I kindly request a written response regarding the acceptance of this proposal. Thank you for your time and for considering my request.

Sincerely,

[Signature]

[Your Printed Name]