

**Date:** [Current Date]

**To:** [HOA Board of Directors / Management Company Name]

**Address:** [HOA Mailing Address]

**City, State, Zip:** [City, State, Zip]

**From:** [Homeowner Name]

**Property Address:** [Address of Property in HOA]

**Account Number:** [Your Account Number]

**Subject: Settlement Offer and Mutual Release Agreement for Delinquent Dues**

Dear Board of Directors,

I am writing to formally propose a settlement regarding the outstanding balance on my homeowner association account. Currently, the records indicate a total balance of \$[Total Amount Owed], which includes principal dues, late fees, interest, and legal costs.

Due to [briefly mention financial hardship, e.g., medical issues or unemployment], I am unable to pay the full balance in a single payment. However, I am committed to resolving this debt and bringing my account into good standing. I offer the following settlement terms:

- 1. Settlement Payment:** I propose a one-time, lump-sum payment of \$[Offer Amount] as full and final satisfaction of the total debt owed through [Current Date].
- 2. Waiver of Fees:** Upon acceptance of this payment, the HOA agrees to waive all remaining late fees, interest, and administrative penalties associated with this delinquency.
- 3. Mutual Release:** Upon receipt of the settlement payment, both the HOA and the Homeowner agree to release each other from any further claims, liabilities, or demands related to the past-due balance. The HOA further agrees to remove any liens filed against the property related to this specific debt.
- 4. Credit Reporting:** The HOA (or its agent) agrees to report this account as "Paid in Full" or "Settled as Agreed" to any relevant credit reporting agencies.

This offer is valid until [Expiration Date]. Please provide written acceptance of this agreement by signing below or by providing an official letter of acceptance from the Board.

Sincerely,

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[Homeowner Signature]

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**Acceptance by HOA:**

The [HOA Name] hereby accepts the terms of this settlement offer.

By: \_\_\_\_\_  
Name/Title: [Authorized Representative Name]  
Date: \_\_\_\_\_