

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

[Date]

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

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

To the Board of Directors,

I am writing to formally propose a settlement for the outstanding balance on my Homeowner Association account. As of [Current Date], the total balance reported is \$[Total Amount Owed].

Due to [Briefly state reason: e.g., unexpected financial hardship/medical expenses], I am unable to pay the full balance at this time. However, I am committed to resolving this debt immediately.

Settlement Proposal:

I am offering a one-time, lump-sum payment of \$[Amount You Can Pay] as full and final satisfaction of the total debt, including all late fees, interest, and legal costs. Upon receipt of this payment, I request that the HOA considers the account paid in full and removes any liens or negative reports associated with this balance.

Time-Sensitive Offer:

This offer is valid for [Number, e.g., 10] business days from the date of this letter. I have the funds available to be paid via [Payment Method: e.g., cashier's check/electronic transfer] immediately upon written acceptance of this agreement.

Please provide a written response by [Date] confirming your acceptance of these terms. If you have questions, I can be reached at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]