

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF LATE FEE ASSESSMENT

Dear [Homeowner Name],

This letter is to inform you that your Homeowners Association (HOA) dues for the month of [Month, Year] have not been received as of [Date]. According to the association's governing documents, a late fee has been applied to your account.

Account Summary:

- Past Due Assessment: \$[Amount]
- Late Fee Charged: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please remit the total balance due immediately to avoid further late charges, interest, or collection actions. You may pay via [Payment Method, e.g., Online Portal, Mail, or Management Office].

If you have already sent your payment, please disregard this notice. If you believe this assessment has been made in error, or if you are experiencing financial hardship and wish to discuss a payment plan, please contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Property Manager]

[HOA Name] Board of Directors