

DATE: [Current Date]
RE: NOTICE OF DELINQUENT ASSESSMENT

TO:
[Homeowner Name]
[Property Address]
[City, State, Zip Code]

Dear [Homeowner Name],

This letter serves as a formal notice that your Homeowners Association (HOA) assessment account is currently past due. Our records indicate that we have not received payment for the period of [Month/Quarter, Year].

Account Summary:

- Past Due Assessment Amount: \$[Amount]
- Late Fees: \$[Amount]
- Interest/Administrative Fees: \$[Amount]
- **TOTAL AMOUNT DUE: \$[Total Amount]**

Please remit the total balance due by [Due Date] to avoid further late charges or potential collection actions as outlined in the Association's governing documents.

Payment Instructions:

Please make your check or money order payable to [HOA Name] and mail it to:
[Payment Mailing Address]
[City, State, Zip Code]

If you have already sent your payment, please disregard this notice. If you believe there is an error in your account or if you are experiencing a financial hardship and wish to discuss a payment plan, please contact the Management Office immediately at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Title, e.g., HOA Treasurer or Property Manager]
[HOA Name]