

[Date]

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

Re: NOTICE OF DELINQUENT ASSOCIATION DUES

Dear [Homeowner Name],

This letter serves as a friendly reminder that your Homeowners Association (HOA) dues for the period of [Billing Period] were due on [Due Date]. According to our records, we have not yet received your payment of \$[Amount Owed].

If you have already sent your payment, please disregard this notice. If not, please submit your payment as soon as possible to avoid further late fees or interest charges as outlined in the Association's governing documents.

Account Summary:

- Past Due Amount: \$[Amount]
- Late Fees (if applicable): \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please make your check payable to **[HOA Name]** and mail it to:

[Payment Mailing Address]
[City, State, Zip Code]

Alternatively, you may pay online via the resident portal at: [Website URL]

If you are experiencing financial hardship or believe there is an error regarding your account balance, please contact the Management Office at [Phone Number] or [Email Address] to discuss payment options.

Thank you for your prompt attention to this matter and for your cooperation in keeping our community well-maintained.

Sincerely,

[Your Name/Signature]
[Title/Board Position]
[HOA Name]