

[Date]

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

Subject: Friendly Reminder: HOA Dues Balance

Dear [Homeowner Name],

This is a friendly reminder that we have not yet received your Homeowners Association (HOA) dues for the period of [Billing Period]. According to our records, your account currently has an outstanding balance of \$[Amount].

We understand that life gets busy and this may have simply slipped your mind. If you have already sent your payment, please disregard this notice.

Payment Details:

- **Amount Due:** \$[Amount]
- **Due Date was:** [Original Due Date]
- **Payment Methods:** [Online Portal Link, Mail-in Address, or Office Drop-box]

Maintaining our community depends on the timely contribution of all residents. These funds go toward [mention one or two services, e.g., landscaping and pool maintenance].

If you are experiencing financial difficulties or have questions regarding your account, please contact the HOA Board or the management office at [Phone Number] or [Email Address] so we can discuss a payment plan.

Thank you for being a valued member of our community.

Sincerely,

[Your Name/Name of Board Member]
[Title, e.g., Treasurer]
[Association Name]