

DATE: [Insert Date]

TO:

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF DELINQUENT ASSESSMENT AND INTENT TO INITIATE LEGAL ACTION

Dear [Homeowner Name],

This letter serves as a formal notice that your account with the [Name of Homeowners Association] is currently past due. As of [Date], our records indicate an unpaid balance of \$[Total Amount Owed].

Despite previous notifications, we have not received the required payment. This balance includes:

- Past Due Assessments: \$[Amount]
- Late Fees: \$[Amount]
- Interest: \$[Amount]
- Other Charges: \$[Amount]

FINAL WARNING: Please be advised that if the full payment of \$[Total Amount Owed] is not received by [Deadline Date], the Association will be forced to turn your account over to our legal counsel to initiate formal collection proceedings.

Such legal action may result in:

- The filing of a Assessment Lien against your property.
- A lawsuit to recover the debt.
- Foreclosure of the Association's lien.
- Responsibility for all legal fees and court costs incurred by the Association.

To avoid these consequences, please submit your payment immediately. Payment can be made via [Payment Method/Online Portal] or by mailing a check to the address listed below.

If you have already sent your payment or if you wish to discuss a payment plan, please contact the Association office immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Title: Board Member / Property Manager]

[Name of Homeowners Association]