

[Date]

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

RE: NOTICE OF OVERDUE ASSESSMENT

Dear [Homeowner Name],

This letter serves as a formal notice that your Homeowners Association (HOA) account is currently past due. According to our records, we have not received payment for the following assessment period(s):

- Assessment Period: [Date/Quarter] - Amount: \$[Amount]
- Late Fees: \$[Amount]
- Interest/Penalties: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please submit your payment in full by [Due Date] to bring your account into good standing. Payments can be made via [Payment Method/Online Portal/Mailing Address].

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship or believe there is an error in our records, please contact the Association Board or the Management Office immediately at [Phone Number] or [Email Address] to discuss payment arrangements.

Failure to resolve this balance may result in further late fees, suspension of community privileges, or additional collection actions as outlined in the Association's governing documents.

Thank you for your prompt attention to this matter.

Sincerely,

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