

[Date]

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

RE: NOTICE OF DELINQUENT ASSESSMENT AND PAYMENT PLAN OFFER

Dear [Homeowner Name],

This letter is to inform you that your Homeowners Association (HOA) account for the property located at [Property Address] is currently past due. As of [Current Date], the total outstanding balance is \$[Total Amount Owed].

This balance includes the following:

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

The [Association Name] Board of Directors understands that financial hardships can occur. To assist you in bringing your account current, we are offering a formal payment plan option. Under this proposal, you would be required to:

1. Make an initial down payment of \$[Amount] by [Date].
2. Make monthly installments of \$[Amount] for a period of [Number] months.
3. Continue to pay all regular future assessments as they become due.

If you agree to this payment plan and make all payments on time, the Association will refrain from taking further collection actions, such as filing a lien or initiating legal proceedings.

To accept this offer, please sign and return this letter or contact the management office at [Phone Number] or [Email Address] by [Deadline Date]. If we do not hear from you by this date, we will have no choice but to proceed with further collection efforts as permitted by the Association's governing documents.

We look forward to resolving this matter amicably.

Sincerely,

[Name of Board Member or Manager]
[Title]
[Association Name]

HOMEOWNER ACCEPTANCE:

I, [Homeowner Name], hereby accept the payment plan terms outlined above.

Signature: _____ Date: _____