

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF DELINQUENT HOMEOWNER ASSOCIATION DUES

Dear [Homeowner Name],

This letter is to inform you that your account with the [HOA Name] is currently past due. According to our records, your account has an outstanding balance of \$[Amount Owed].

This balance includes the following:

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

Please remit 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 your statement, please contact the Association Board or the Management Office at [Phone Number] or [Email Address] immediately to discuss a payment plan.

Failure to resolve this debt may result in further action as permitted by the Association's governing documents and local laws, which may include additional late fees, loss of community privileges, or the filing of a lien against the property.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Title/Board Position]

[HOA Name]