

DATE: [Current Date]

FROM:

[Homeowners Association Name]
[Board of Directors/Management Company Name]
[Return Address]
[City, State, Zip Code]

TO:

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

RE: NOTICE OF DELINQUENT ASSESSMENTS AND DEMAND FOR PAYMENT

Dear [Homeowner Name],

This letter serves as formal notice that your account with [Homeowners Association Name] is currently past due. Our records indicate that you have failed to pay the required assessments and dues as mandated by the Association's Governing Documents.

Account Summary:

- Past Due Assessments: \$[Amount]
- Late Fees: \$[Amount]
- Interest: \$[Amount]
- Other Charges/Fines: \$[Amount]
- **TOTAL AMOUNT DUE: \$[Total Amount]**

Failure to pay dues is a violation of the [Declaration of Covenants, Conditions, and Restrictions (CC&Rs) / Bylaws]. Please be advised that this total amount must be paid in full no later than [Due Date].

Failure to remit payment by the specified date may result in further action, which may include:

- Suspension of rights to use common areas and facilities.
- Loss of voting rights.
- The filing of a formal lien against your property.
- Legal action to collect the debt, including attorney fees and court costs.

If you have already sent your payment, please disregard this notice. If you believe there is an error regarding your account balance or if you wish to discuss a payment plan, please contact [Contact Person/Management Name] immediately at [Phone Number] or [Email Address].

Please make your check or money order payable to [Association Name] and mail it to the address listed above, or pay online via [Website URL, if applicable].

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Homeowners Association Name]