

[Date]

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

**Subject: Notice of Homeowners Association Fee Adjustment**

Dear [Homeowner Name],

This letter serves as formal notice regarding an adjustment to the monthly Homeowners Association (HOA) dues for [Association Name].

Effective [Effective Date], the monthly assessment will be adjusted from \$[Current Amount] to \$[New Amount].

The Board of Directors has carefully reviewed the annual budget and determined that this adjustment is necessary to cover increased costs associated with:

- [Reason 1: e.g., Common area maintenance]
- [Reason 2: e.g., Insurance premium increases]
- [Reason 3: e.g., Reserve fund contributions]

If you have set up automatic recurring payments through your bank or the HOA portal, please ensure you update the payment amount before [Effective Date] to avoid any late fees or underpayment notices.

We appreciate your continued commitment to maintaining the quality and value of our community. If you have any questions regarding the new budget or this adjustment, please contact the management office at [Phone Number] or join us at the next board meeting on [Date/Time].

Sincerely,

[Name/Signature]  
[Title, e.g., Board President]  
[Association Name]