

[Association Name]
[Management Company Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Owner Name]
[Owner Mailing Address]
[City, State, Zip Code]

Re: Monthly Statement for [Property Address / Unit Number]

Dear [Owner Name],

Please find enclosed your monthly account statement for the period of [Start Date] to [End Date].

Account Summary:

- Previous Balance: \$[Amount]
- Payments Received: \$[Amount]
- Assessments/Charges: \$[Amount]
- Late Fees/Other: \$[Amount]
- **Total Balance Due: \$[Amount]**

Payment is due by the [Day] of [Month]. Please ensure your account number, [Account Number], is included with your payment.

Payment Options:

- Online via the Owner Portal: [URL]
- Check by mail (payable to [Association Name])
- Automatic ACH Debit

If you have already submitted your payment, please disregard this notice. For questions regarding your balance or to update your contact information, please contact our office at [Phone Number] or via email at [Email Address].

Sincerely,

[Property Manager Name]
[Management Company Name]
On behalf of [Association Name]