

[Property Management Company Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: NOTICE OF OUTSTANDING HOA DUES

Dear [Homeowner Name],

This letter serves as a formal notice regarding the outstanding balance on your account for the property located at [Property Address]. According to our records, your Homeowners Association (HOA) dues are currently past due.

Account Summary:

- **Past Due Amount:** \$[Amount]
- **Late Fees/Interest:** \$[Amount]
- **Total Balance Due:** \$[Total Amount]
- **Due Date:** [Date]

Please remit payment in full by [Final Due Date] to avoid further late fees or potential collection actions as outlined in the Association's governing documents.

Payment Options:

- **Online:** [Website URL]
- **By Mail:** Send a check payable to [HOA Name] to the address listed at the top of this letter.
- **In Person:** Visit our office during standard business hours.

If you have already sent your payment, please disregard this notice. If you believe there is an error in our records or if you are experiencing financial hardship and wish to discuss a payment plan, please contact our office immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Name/Signature]

[Title]

[Property Management Company Name]