

[Date]

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

**Subject: Statement of HOA Fee Status**

Dear [Homeowner Name],

This letter is to provide the current status of the Homeowners Association (HOA) fees for the property located at [Property Address].

As of [Current Date], the financial status of this account is as follows:

- **Current Balance Due:** \$[Amount]
- **Payment Status:** [Current / Past Due]
- **Last Payment Received:** \$[Amount] on [Date]
- **Next Assessment Due Date:** [Date]
- **Assessment Frequency:** [Monthly / Quarterly / Annually]

[Optional: Description of any outstanding fines, late fees, or liens.]

Please make checks payable to [HOA Name] and mail to the address listed below, or visit our online portal at [URL] to make a payment.

If you have any questions regarding this statement, please contact the HOA Board or Management Office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]  
[Title/Position]  
[HOA Name]