

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF UNPAID ASSOCIATION DUES

Dear [Homeowner Name],

This letter serves as a formal notification regarding your account with the [HOA Name] Homeowners Association. Our records indicate that your account is currently past due.

As of [Date], the total outstanding balance is: **[\$Amount]**

This balance consists of the following:

- Current Dues: **[\$Amount]**
- Late Fees: **[\$Amount]**
- Other Charges: **[\$Amount]**

Please submit your payment by [Due Date] to bring your account back to good standing. Payments can be made via [Payment Method/Online Portal/Mailing Address].

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 a financial hardship and wish to discuss a payment plan, please contact the Association Board or Management Office at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Title, e.g., Board Treasurer or Property Manager]

[HOA Name]