

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

Subject: First Reminder - Notice of Unpaid Homeowners Association Dues

Dear [Homeowner Name],

This letter is a friendly reminder that your account with [Homeowners Association Name] is currently past due. According to our records, your assessment for the period of [Billing Period] has not yet been received.

Account Summary:

Past Due Amount: \$[Amount]

Late Fees (if applicable): \$[Amount]

Total Balance Due: \$[Total Amount]

Please submit your payment by [Due Date] to ensure your account remains in good standing and to avoid further late fees or collection actions. You may pay your balance via [Payment Method: Online Portal/Check/Mail].

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, please contact the Board or the Management Office at [Phone Number] or [Email Address] to discuss payment options.

Thank you for your prompt attention to this matter and for your contributions to our community.

Sincerely,

[Name/Signature]

[Title: e.g., HOA Treasurer or Property Manager]

[Homeowners Association Name]