

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

**RE: SECOND NOTICE OF OVERDUE HOMEOWNERS ASSOCIATION DUES**

Dear [Homeowner Name],

This letter serves as a second formal notice regarding your unpaid Homeowners Association (HOA) dues for the property located at [Property Address].

As of [Current Date], our records indicate that your account remains delinquent in the amount of \$[Total Amount Due]. This balance includes the following:

- Principal Dues: \$[Amount]
- Late Fees: \$[Amount]
- Interest/Administrative Charges: \$[Amount]

A primary notice was sent to you on [Date of First Notice], but we have not yet received payment or a response regarding your intent to settle this debt.

Please remit the full payment of \$[Total Amount Due] by [Due Date] to avoid further action. Payments can be made via [Payment Method: e.g., Online Portal, Check, or Money Order].

Failure to resolve this balance may result in additional late fees, the suspension of community amenity privileges, or the referral of your account to a collection agency or legal counsel, which may incur further costs at your expense.

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship and wish to discuss a payment plan, please contact the HOA Board or Management Office immediately at [Phone Number] or [Email Address].

Sincerely,

[Name of Sender/Board Member]

[Title]

[HOA Name]