

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

Subject: NOTICE OF SUSPENSION OF AMENITIES

Dear [Homeowner Name],

Our records indicate that your Homeowners Association (HOA) account remains delinquent. As of [Date], your total outstanding balance is \$[Amount]. This balance includes unpaid assessments, late fees, and interest as permitted by the Association's governing documents.

Despite previous notifications, we have not received the necessary payment to bring your account into good standing. Therefore, please be advised that your rights to use the Association's common amenities have been suspended, effective [Date of Suspension].

The suspension includes, but is not limited to, access to the following:

- [Swimming Pool]
- [Clubhouse/Community Center]
- [Gym/Fitness Center]
- [Tennis/Sports Courts]
- [Gated Access/Electronic Key Card Privileges]

Privileges will be reinstated once the outstanding balance is paid in full. To resolve this matter, please submit your payment via [Payment Method/Online Portal] or mail a check to the address listed below.

If you have already sent your payment or believe this notice was sent in error, please contact the Management Office immediately at [Phone Number] or [Email Address] to provide proof of payment.

Sincerely,

[Name of Board Member or Property Manager]

[HOA Name] Board of Directors