

[Date]

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

**RE: NOTICE OF LATE FEE ASSESSMENT**

Dear [Homeowner Name],

This letter serves as formal notification that your account with [Homeowners Association Name] is currently past due. As of [Date], we have not received your assessment payment for the period of [Billing Period].

According to the Association's governing documents, a late fee of \$[Amount] has been applied to your account. Your current balance is as follows:

- Past Due Assessment: \$[Amount]
- Late Fee Charge: \$[Amount]
- Interest/Other Charges: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please remit payment in full by [Due Date] to avoid further late fees, interest, or potential legal action as outlined in the Association's Collection Policy.

Payments can be made via [Payment Methods, e.g., Online Portal, Check by Mail].

If you have already sent your payment, please disregard this notice. If you believe this assessment has been made in error, or if you are experiencing financial hardship and wish to discuss a payment plan, please contact the Management Office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]  
[Title, e.g., Board Treasurer or Property Manager]  
[Homeowners Association Name]