

[Your Name]
[Your Property Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[HOA Name]
[Management Company Name, if applicable]
[Address]
[City, State, Zip Code]

RE: Payment Plan Proposal for Account #[Your Account Number]

Dear Board of Directors,

I am writing to formally acknowledge the outstanding balance of \$[Total Amount Owed] on my homeowner association account. Due to unexpected [financial hardship/personal circumstances], I have fallen behind on my dues.

I value my membership in this community and am committed to clearing this debt. I would like to propose the following payment plan to resolve the arrearage:

- **Initial Down Payment:** \$[Amount] to be paid by [Date].
- **Monthly Installment Amount:** \$[Amount] (in addition to my regular monthly dues).
- **Duration:** Payments will continue for [Number] months until the balance is paid in full.
- **Payment Start Date:** [Date of first installment].

I request that while I am making these payments according to the agreed schedule, the HOA refrain from taking further legal action or applying additional late fees to my account.

Please let me know if this proposal is acceptable or if there is a specific form I need to complete to finalize this agreement. I look forward to your positive response.

Sincerely,

[Your Signature]

[Your Printed Name]