

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF DEFAULT - PAYMENT PLAN FOR HOA DUES

Dear [Homeowner Name],

This letter serves as formal notice that you are in default of the payment plan agreement dated [Date of Agreement] regarding your delinquent Homeowners Association dues for the property located at [Property Address].

According to our records, the payment due on [Date Payment was Due] in the amount of \$[Amount] was not received. As a result, your payment plan is now considered delinquent.

Current Status of Account:

- Total Past Due Balance: \$[Total Amount]
- Late Fees/Interest Applied: \$[Amount]
- Total Amount Required to Bring Account Current: \$[Total Amount]

To avoid further collection actions, please submit the past due amount by [Deadline Date]. Failure to cure this default may result in the following actions as permitted by the Association's governing documents and local laws:

- Cancellation of the payment plan.
- Acceleration of the full remaining balance.
- Suspension of community amenity privileges.
- Referral of the account to a collection agency or legal counsel.
- Placement of a lien against the property.

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

Sincerely,

[Your Name/Signature]

[Title, e.g., Board Treasurer / Property Manager]

[HOA Name]