

[Date]

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

RE: NOTICE OF INTENT TO FORECLOSE - DELINQUENT ASSESSMENT LIEN

Dear [Homeowner Name],

This letter serves as a formal notice that your account with [Name of Homeowners Association] is severely delinquent. As of [Date], your account has an outstanding balance of \$[Total Amount Owed].

According to the Association's Governing Documents and State Law, the Association has the right to initiate foreclosure proceedings to recover unpaid assessments. This letter is your final opportunity to resolve this debt before legal action is taken.

Account Summary:

- Past Due Assessments: \$[Amount]
- Late Fees/Interest: \$[Amount]
- Attorney/Collection Costs: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

To prevent the Association from filing a foreclosure lawsuit or proceeding with a foreclosure sale, you must pay the total balance in full by [Deadline Date]. Payments should be sent to:

[Association Name or Management Company]
[Payment Address]
[City, State, Zip Code]

If you are unable to pay the full amount immediately, you may contact [Contact Name/Office] at [Phone Number] or [Email Address] to request a formal payment plan. Please be advised that the Association is not required to accept a payment plan, and additional interest may continue to accrue.

Failure to respond to this notice will result in the matter being referred to legal counsel to commence foreclosure of the lien against your property. This action may result in the loss of your home and additional legal fees for which you will be responsible.

Sincerely,

[Signature]
[Name of Board Member or Property Manager]

[Title]

[Homeowners Association Name]