

[Date]

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

RE: NOTICE OF ACCOUNT TRANSFER TO COLLECTIONS

Dear [Homeowner Name],

This letter serves as formal notification that your account with [Name of Homeowners Association] has been transferred to a professional collection agency due to non-payment of mandatory dues and assessments.

Despite previous notices regarding your outstanding balance, our records show that your account remains delinquent in the amount of \$[Total Amount Owed]. This balance includes unpaid dues, late fees, interest, and administrative costs.

Status of Account:

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

As of the date of this letter, all further communication regarding the payment of this debt must be directed to the following collection entity:

[Collection Agency Name]
[Agency Address]
[Agency Phone Number]
[Agency Account Reference Number]

Please be advised that failure to resolve this debt with the collection agency may result in further legal action, which may include the filing of a lien against your property or legal proceedings to recover the funds owed.

Sincerely,

[Your Name/Representative Name]
[Title, e.g., HOA Board Treasurer/Property Manager]
[Name of Homeowners Association]