

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

**RE: NOTICE OF DELINQUENT ASSESSMENT**

Dear [Homeowner Name],

This letter serves as a formal notice that your account with the [Name of Homeowner Association] is currently past due. According to our records, you have failed to pay the required association dues for the following period(s): [List Months/Quarter].

The total amount currently outstanding is: **[\$Total Amount Due]**

This balance consists of the following:

- Unpaid Assessments: \$[Amount]
- Late Fees: \$[Amount]
- Interest/Other Charges: \$[Amount]

Please remit your payment in full by [Due Date] to avoid further action. Payments can be made via [Payment Method: online portal, check by mail, etc.].

If you have already sent your payment, please disregard this notice. If you believe there is an error in your account or if you are experiencing financial hardship and need to discuss a payment plan, please contact [Management Company Name or Board Member Name] at [Phone Number] or [Email Address] immediately.

Failure to resolve this debt may result in additional late fees, a lien being placed against your property, or legal action as permitted by the Association's Governing Documents and State Law.

Sincerely,

[Your Name/Signature]

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

[Name of Homeowner Association]