

[Current Date]

[Homeowner Name]

[Homeowner Address]

[City, State, Zip Code]

RE: NOTICE OF ACCELERATION OF ANNUAL ASSESSMENTS

Dear [Homeowner Name],

This letter serves as formal notice regarding your delinquent account with [Association Name].

According to our records, your account is currently past due for the period of [Date]. Despite previous notices, the balance of \$[Past Due Amount] remains unpaid. Pursuant to the Association's Governing Documents and Collection Policy, the Board of Directors has elected to accelerate the remaining balance of your annual assessments for the current fiscal year.

The total amount now due and payable immediately is: **[\$Total Accelerated Balance]**

This total includes:

- Past due assessments: \$[Amount]
- Accelerated future assessments: \$[Amount]
- Late fees and interest: \$[Amount]
- Administrative/Legal fees: \$[Amount]

Please remit the full payment of \$[Total Accelerated Balance] by [Due Date] to avoid further legal action, which may include the filing of a lien against your property or the initiation of a foreclosure proceeding.

Please make checks payable to [Association Name] and mail to:

[Payment Address]

[City, State, Zip Code]

If you have already made this payment or believe there is an error in our records, please contact [Management Contact Name/Department] at [Phone Number] or [Email Address] immediately.

Sincerely,

[Your Name/Signature]

[Title/Board Position]

[Association Name]