

# Notification of Overdue Association Dues

Date: [Insert Date]

Dear [Member's Name],

We hope this message finds you well. This is a friendly reminder that your association dues for the period of [Insert Period] are currently overdue.

As of today, the total amount due is [Insert Amount]. We kindly ask that you make this payment at your earliest convenience to avoid any additional late fees or penalties.

If you have already sent your payment, please disregard this notice. Otherwise, you may submit your payment via [Insert Payment Method] or contact us for any questions regarding your membership status.

Thank you for your attention to this matter and for your continued support of our association.

Best regards,

[Your Name]

[Your Position]

[Association Name]

[Contact Information]