

Pending Association Fees Alert

Dear [Member's Name],

We hope this message finds you well. This is a friendly reminder that your association fees for [Month/Year] are currently pending. As of today, the amount due is [Amount].

Please ensure that the payment is submitted by [Due Date] to avoid any late fees.

If you have already made this payment, please disregard this notice.

Thank you for your attention to this matter.

Sincerely,

[Your Association Name]

[Contact Information]