

Community Dues Billing Statement

Date: [Insert Date]

To: [Insert Resident's Name]

Address: [Insert Resident's Address]

Dear [Resident's Name],

We hope this message finds you well. This letter serves as your billing statement for the community dues for the period of [Insert Period].

Billing Summary

Description	Amount
Annual Community Dues	[Insert Amount]
Previous Balance	[Insert Previous Balance]
Total Due	[Insert Total Amount]

Please make your payment by [Insert Due Date]. You can pay via check or online through our community portal. For any questions or concerns, feel free to contact us.

Thank you for your continued support and commitment to our community!

Sincerely,

[Your Name]
[Your Position]
[Community Name]
[Contact Information]