

Homeowners Association

Date: [Insert Date]

Dear [Homeowner's Name],

We hope this letter finds you well. We are writing to remind you of the upcoming annual dues for the [Insert Year] fiscal year.

The total amount due is \$[Insert Amount]. This annual fee is essential for maintaining our community and providing essential services such as landscaping, security, and community events.

Please ensure that your payment is received by [Insert Due Date]. Payments can be made via check payable to [HOA Name] or online at [Insert Website].

If you have any questions or concerns, please do not hesitate to contact us at [Insert Contact Information]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[HOA Name]

[HOA Contact Information]