

Notice of Delinquent HOA Fees

Date: [Insert Date]

To: [Homeowner's Name]

Address: [Homeowner's Address]

Dear [Homeowner's Name],

We hope this message finds you well. This letter serves as a formal notice regarding the delinquent homeowner association (HOA) fees associated with your property located at [Property Address].

As of [Insert Date], our records indicate that your account shows an outstanding balance of [Insert Amount], due on [Insert Due Date]. Please be advised that failure to remit payment may result in additional late fees or potential legal action.

We kindly request that you remit payment by [Insert Deadline] to avoid further charges. Payments can be made via [Insert Payment Methods].

If you believe this notice has been issued in error or if you have already sent your payment, please contact our office at [Insert Contact Information] as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[HOA Name]

[HOA Contact Information]