

# Outstanding HOA Dues Reminder

Date: [Insert Date]

Dear [Homeowner's Name],

This is a friendly reminder that your Homeowners Association (HOA) dues are currently outstanding. As of today, the total amount due is \$[Insert Amount].

Please make your payment by [Insert Due Date] to avoid any late fees or penalties. You can submit your payment via [Insert Payment Method].

If you have any questions or concerns, feel free to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[HOA Name]

[Contact Information]