

Homeowners Association

Date: [Insert Date]

[Owner's Name]

[Owner's Address]

[City, State, ZIP Code]

Dear [Owner's Name],

We hope this letter finds you well. This is a formal notification regarding your Homeowners Association fees that are currently past due. According to our records, a payment of \$[Amount] was due on [Due Date] and remains unpaid.

Please take a moment to review your account and remit payment at your earliest convenience. If you have already made the payment, please disregard this notice. However, if you are facing any difficulties or have questions regarding your account, we encourage you to reach out to us directly.

You can make your payment via [Payment Methods]. All payments should be sent to the following address:

[HOA's Payment Address]

Thank you for your attention to this matter. We appreciate your prompt response to ensure your account remains in good standing.

Sincerely,

[Your Name]

[Your Title]

[HOA Name]

[Contact Information]