

# Reminder Notice for Unpaid HOA Charges

Date: [Insert Date]

To: [Homeowner's Name]

Address: [Homeowner's Address]

Dear [Homeowner's Name],

We hope this message finds you well. This is a friendly reminder regarding the outstanding Homeowners Association (HOA) charges that remain unpaid as of [Insert Due Date]. As of today, your total outstanding balance is [Insert Amount].

For your convenience, please find the details below:

- Invoice Number: [Insert Invoice Number]
- Due Date: [Insert Due Date]
- Total Amount Due: [Insert Amount]

To avoid any late fees or further action, we kindly request that you remit payment by [Insert New Due Date]. If you have already submitted your payment, please disregard this notice. Otherwise, we encourage you to contact us immediately to discuss any issues or concerns.

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Name]

[Your Position]

[HOA Name]

[Contact Information]