

Follow-Up on Unpaid HOA Fees

Date: [Insert Date]

Dear [Homeowner's Name],

We hope this message finds you well. This letter serves as a follow-up regarding the outstanding Homeowners Association (HOA) fees for your property located at [Property Address].

As of [Insert Date], our records indicate an unpaid balance of [Insert Amount]. We kindly ask that you address this matter at your earliest convenience to avoid any potential late fees or penalties.

If you have already made a payment, please disregard this notice. Otherwise, we would appreciate your prompt attention to this matter. Payments can be made online or via mail to the address listed below:

[Insert Payment Details]

If you have any questions or concerns, please do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[HOA Name]

[HOA Contact Information]