

Homeowners Association

Date: [Insert Date]

[Homeowner's Name]

[Homeowner's Address]

Dear [Homeowner's Name],

We hope this message finds you well. This letter serves as a formal notification regarding a violation of the Homeowners Association (HOA) rules and regulations at your property located at [Property Address].

On [Date of Violation], it was observed that the following violation occurred:

- [Description of Violation]

As stated in the HOA guidelines, this violation may result in a fine. We regret to inform you that a fine of \$[Amount] has been assessed to your account for this violation.

We kindly ask that you rectify this violation within [Timeframe] days to avoid further fines or legal action.

If you believe this fine is unjust or if you have any questions, please do not hesitate to contact us at [HOA Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[HOA Name]