[DATE]

RE: [ACCOUNT #]

Property: [PROPERTY ADDRESS]

Dear [NAME(S) OF HOMEOWNER(S)],

We hope this letter finds you well. This is a friendly reminder that your assessment fees are past due. Our records indicate you have an overdue amount of [$ INSERT DOLLAR AMOUNT].

Considering your payment history has remained in good standing in the past, this may just be an oversight, in which case we request that you please send payment immediately.

If you have any questions about the amount you owe, or issues keeping you from having a current account, please contact Board Treasurer [INSERT NAME OF TREASURER] at the information below to discuss your options.

If you’ve already sent payment, please disregard this reminder.

Your assessment fees are part of your commitment to the Association to help cover services, amenities, and funding the reserves to ensure a thriving community.

Thank you for your prompt attention to this matter.

Sincerely,

[BOARD TREASURER NAME]

[BOARD TREASURER CONTACT INFO]