

## HOA Dues Letter

[Your Name]  
[Address]  
[City, State, Zip]

[Date of letter]

[Recipient's Name]  
[Title]  
[Company Name]  
[Address]  
[City, State, Zip]

RE: HOA Dues

Dear [Recipient's name],

I am writing you today to notify you that your HOA dues are past due and the following amount is due:

\$ \_\_\_\_\_

Enclosed you will find an invoice for your past due Homeowner's dues. Association dues are used to pay for the costs of insurance, entrance signage, grounds keeping, legal costs and any other community costs. The due date for payment of the past due HOA dues is: \_\_\_/\_\_\_/\_\_\_\_. Your payment must be either post marked by or given to the management office by that date to be considered on time. If we do not receive your payment by the above referenced date a lien will placed on your home.

Best regards,  
[Your Signature]

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

Date Submitted: \_\_\_/\_\_\_/\_\_\_\_

Check #: \_\_\_\_\_