

**Sample Homeowners Association**

123 W. Main St  
Somewhere AZ 86543

**Account Number:** 1234567

**Property Address:** 456 Elsewhere St.  
Somewhere, AZ 85040

May XX, 2020

**Dear Owner:**

Sample HOA’s responsibilities include, but are not limited to, assisting in collecting owner assessments, including those that have become past due. The Community has asked a licensed collection agency to assist the Community in collecting your past due account.

The Community’s records indicate your unpaid assessment balance as of May 26, 2020 is \$XXX.XX (the “Debt”). Because you failed to pay the Debt, the Community caused a notice of lien to be filed against your property. We are writing to request that you submit payment of the Debt at your earliest opportunity. Payments can be made online at [www.sampleHOAsite.com](http://www.sampleHOAsite.com) or by mailing a check made payable to **Sample HOA to Sample Homeowners Association, 123 W. Main St Somewhere AZ 86543**. Please reference your property address or account number on the check to ensure proper credit.

**YOUR ACCOUNT IS DELINQUENT. IF YOU DO NOT BRING YOUR ACCOUNT CURRENT OR MAKE ARRANGEMENTS THAT ARE APPROVED BY THE ASSOCIATION TO BRING YOUR ACCOUNT CURRENT WITHIN THIRTY DAYS AFTER THE DATE OF THIS NOTICE, YOUR ACCOUNT WILL BE TURNED OVER FOR FURTHER COLLECTION PROCEEDINGS. SUCH PROCEEDINGS COULD INCLUDE BRINGING A FORECLOSURE ACTION AGAINST YOUR PROPERTY.**

Please contact one of our Customer Service Representatives. They can be reached at our toll free number 555-555-5555, [contact@samplehoa.com](mailto:contact@samplehoa.com) or by fax at 555-555-5555 to discuss Community-authorized payment arrangements.

Sincerely,  
Sample HOA, LLC

----- **CUT HERE TO DETACH COUPON, THEN RETURN IT WITH YOUR PAYMENT** -----

Sample Homeowners  
Association  
123 W. Main St  
Somewhere AZ 86543

Property Addr: 5725 S 21st Terrace  
Account#: 1392214  
**Amount Due: \$910.60**

Please allow five business days for online payment processing.

When you provide a check as a payment, you authorize us to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

**MAIL TO:**  
John Smith and Jane Jones  
321 Somewhere St.  
Somewhere, AZ 85040-3448

Make checks payable to:  
**Sample Homeowners Association**  
**123 W. Main St**  
**Somewhere AZ 86543**