

(SAMPLE)

**NOTICE OF LATE ASSESSMENT**

COMMUNITY ASSOCIATION  
123 MAIN STREET, UNIT 123  
CITY, STATE ZIPCODE

Date: \_\_\_\_\_

JOHN & JANE DOE  
123 MAIN STREET, UNIT 123  
CITY, STATE ZIPCODE

Dear Mr. & Mrs. Doe,

RE: Unit \_\_\_\_\_ of \_\_\_\_\_

The following amounts are currently due on your account to  
\_\_\_\_\_  
(name of association)

and must be paid within 30 days of the date of this letter. This letter shall serve as the association's notice of its intent to proceed with further collection action against your property no sooner than 30 days of the date of this letter, unless you pay in full the amounts set forth below:

Maintenance due	
- (DATES).....	\$
Late fee, if applicable.....	\$
Interest through	
- (DATES).....	\$
<b>TOTAL OUTSTANDING.....</b>	<b>\$</b>

\*Interest accrues at the rate of \_\_\_\_\_ percent per annum.