

(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).....	\$
TOTAL OUTSTANDING.....	\$

*Interest accrues at the rate of _____ percent per annum.