

NOTICE OF LATE ASSESSMENT

Todays Date

Current Owner Name on Title
Mailing Address

Property Address If Different

Re: Unit _____ of _____.

Dear

The following amounts are currently due on your account to: **ASSOCIATION FULL NAME** 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.

Payment is to be made payable to **ASSOCIATION NAME AND MAILING ADDRESS**

NAME, TITLE