**EVERYTHING IN RED MUST BE CUSTOMIZED - PLEASE DELETE THIS LINE BEFORE MAILING**

[ASSOCIATION NAME]

[ASSOCIATION ADDRESS]

[ASSOCIATION CONTACT NUMBER]

[DATE]

[OWNER NAMES]

[PROPERTY ADDRESS]

**NOTICE OF LATE ASSESSMENT**

As a result of unpaid maintenance assessments related to [PROPERTY ADDRESS], the following amounts are currently owed on your account to[ASSOCIATION NAME].,(“Association”). **This letter shall serve as the Association’s notice to proceed with further collection action against your property no sooner than thirty (30) days after the date of this letter, unless you pay in full the amounts set forth below:**

Regular monthly maintenance assessments due since 1/1/22 $450.00

Finance charges due since 1/1/22 $10.00

**TOTAL OUTSTANDING $460.00**

\*Interest accrues at the rate of [ ] %

Please make your check payable to [ASSOCIATION NAME]., and mail to [ASSOCIATION ADDRESS].

Sincerely,

STATE OF FLORIDA

COUNTY OF [COUNTY]

The foregoing instrument was acknowledged before this [DATE] day of [MONTH, YEAR], by [NAME OF PERSON ACKNOWLEDGING] who is personally known to me or has produced \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as identification.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public - State of Florida