

**DEMAND LETTER FOR UNPAID FEES / ASSESSMENTS**

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

[Name of condo unit owner]  
[Address of condo unit owner]

**RE: NOTICE OF UNPAID FEES / ASSESSMENTS**  
**Unit # \_\_\_\_\_, (Name of Condo Building)**

Dear Sir / Madam:

The records of \_\_\_\_\_ [name of condo association] indicate that you are in arrears in payments (condo fees, assessments, etc.) payable for the above noted unit. The following amounts are in arrears:

**SAMPLE PREVIEW**

Outstanding amount: \$###.##  
Late charges: \$##.##  
Interest on overdue amounts: \$##.##

**TOTAL DUE AND PAYABLE: \$###.##**

\_\_\_\_\_ [name of condo association] hereby makes demand for immediate payment of the outstanding balance. **If you fail to pay the outstanding balance, you will be liable to make payments against the balance within \_\_\_\_\_ (\_\_\_\_) days in accordance with the Association's by-laws.** The matter will be referred to the Association's legal counsel. All legal fees and costs incurred in the collection of the balance will be added to your account.

**SAMPLE PREVIEW**

If you have questions, or if you would like to arrange for regular payments on your account, please contact \_\_\_\_\_ at \_\_\_\_\_ [phone number].

Yours truly,

[NAME OF CONDO ASSOCIATION]

\_\_\_\_\_  
[name of signing officer]  
[title of signing officer]