

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Society Name]
[Society Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Regarding Society Maintenance Fee

I hope this letter finds you well. I am writing to formally express my concerns regarding the maintenance fee charged by [Society Name] for [specific month/year or duration].

I have noticed discrepancies in the billing that appear to be inconsistent with the services provided. Specifically, [briefly describe your concern, e.g., lack of maintenance, additional charges, etc.].

I kindly request a detailed breakdown of the maintenance fees and an explanation regarding the recent changes. I believe this will help clarify the situation and address my concerns.

I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]
[Your Apartment/Unit Number]
[Your Contact Information]