

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

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

Dear [Recipient's Name],

Subject: Notice of Arrears in Maintenance Charges

I hope this letter finds you well. I am writing to formally address the outstanding maintenance charges on my account for the property located at [Property Address].

As of [insert date], the total amount due is [insert amount], covering the period from [start date] to [end date]. I understand the importance of timely payments for the maintenance and upkeep of our community and am committed to rectifying this situation as soon as possible.

I would like to kindly request a detailed breakdown of the charges and any applicable late fees. Additionally, please provide me with the preferred methods for settling this outstanding balance.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Apartment/Unit Number]