

[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: Request for Audit of Maintenance Charges

I hope this letter finds you well. I am writing to formally request an audit of the maintenance charges for [specific period, e.g., "the last financial year"] for our society, [Society Name].

As a resident of [Society Name], I believe it is essential to ensure transparency and accuracy in the financial dealings concerning maintenance charges. An audit would provide an opportunity to clarify the allocation of funds and reaffirm the trust of all residents.

Please let me know the process involved in initiating this audit and if any further information is required from my side. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Apartment/Unit Number]