

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

[Member's Name]
[Member's Address]
[City, State, Zip Code]

Dear [Member's Name],

Subject: Notification of Increase in Society Maintenance Fee

We hope this letter finds you well.

We are writing to inform you that, effective [Date of Increase], the monthly maintenance fee for our society will be increased from [Current Fee Amount] to [New Fee Amount]. This adjustment has been made to ensure that we can continue to provide quality services and maintain our facilities to the best of our ability.

The decision to raise the maintenance fee was made after careful consideration and analysis of our current expenses and future requirements. We remain committed to transparency and the financial health of our society.

We appreciate your understanding and continued support. If you have any questions or concerns regarding this increase, please feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Society Name]