

[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 Clarification on Society Maintenance Fee

I hope this letter finds you well. I am writing to request clarification regarding the maintenance fee for our society. While reviewing my statement, I noticed some discrepancies that I would like to address. Specifically, I would appreciate if you could provide detailed information regarding the breakdown of the maintenance fees, including any recent increases and the services covered.

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

Sincerely,

[Your Name]  
[Your Unit/Apartment Number]