

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

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

Subject: Billing Issue Regarding Maintenance Fee

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to bring to your attention a billing issue regarding my maintenance fee for the month of [specific month/year].

[Clearly state the issue regarding the billing, e.g., overcharge, missing payment, incorrect fee, etc. Include any relevant details such as account number.]

I kindly request that you review my account and provide clarification on this matter at your earliest convenience. Your assistance in resolving this issue is greatly appreciated.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Unit/Apartment Number] (if applicable)