

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

Dear [Society Manager/Committee Name],

Subject: Request for Waiver of Society Maintenance Fee

I hope this letter finds you well. I am writing to formally request a waiver of the maintenance fee for the period of [mention specific period, e.g., "January 2023 to December 2023"].

Due to [briefly explain your reason, e.g., "financial difficulties caused by unexpected medical expenses" or "temporary loss of employment"], I am currently facing challenges in fulfilling my financial obligations.

I have always strived to contribute positively to our community and hope for your understanding in granting this waiver.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Unit/Flat Number, if applicable]