

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

[Recipient Name]
[Society Name]
[Society Address]
[City, State, Zip Code]

Subject: Acknowledgment of Society Maintenance Payment

Dear [Recipient Name],

I hope this letter finds you well. I am writing to acknowledge the receipt of my maintenance payment for the [month/year] for the [Society Name].

Payment Details:

- Amount: [Payment Amount]
- Payment Date: [Payment Date]
- Payment Method: [Payment Method]

I appreciate your assistance in maintaining the society and ensuring a comfortable living environment for all residents. If you require any further information or documentation regarding this payment, please feel free to contact me.

Thank you for your attention.

Sincerely,

[Your Name]
[Your Society Unit Number]