

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

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

Dear [Recipient Name],

Subject: Request for Maintenance Charges

I hope this letter finds you well. I am writing to formally request information regarding the maintenance charges for the month of [Month/Year]. As a resident of [Your Apartment/Unit Number], I would like to ensure that all dues are settled promptly.

Please provide me with a detailed breakdown of the maintenance charges, including any outstanding amounts from previous months, if applicable. Additionally, I would appreciate any information regarding the services covered by these charges.

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

Sincerely,

[Your Name]
[Your Apartment/Unit Number]