

[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: Dispute Regarding Maintenance Charges

I hope this letter finds you well. I am writing to formally address a dispute regarding the maintenance charges levied on my account for the month of [Month/Year].

Upon reviewing the billing statement, I have noticed discrepancies that do not align with the agreed-upon terms outlined in our society's bylaws. Specifically, I would like to bring attention to the following points:

1. ****Charge Details****: The maintenance charge of [Specify Amount] seems excessive compared to previous months without clear justification.
2. ****Service Issues****: There have been ongoing issues with [mention any service problems, e.g., water supply, cleanliness], which have not been resolved, raising concerns about the value received for the charges.
3. ****Communication****: I have not received any prior communication regarding changes in the maintenance fee structure or any additional costs.

I kindly request a detailed breakdown of the maintenance charges for [Month/Year] and an explanation for the increase. I believe this matter can be resolved amicably, and I look forward to your prompt response to this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Flat/Unit Number]