

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

[Recipient Name]
[Recipient Position]
[Society Name]
[Society Address]
[City, State, ZIP Code]

Subject: Explanation of Society Maintenance Charges

Dear [Recipient Name],

I hope this letter finds you well. I am writing to you in my capacity as [Your Position, if applicable] regarding the maintenance charges for our society, [Society Name], for the year [Year/Period].

The maintenance charges are essential for the upkeep and management of the common facilities and services within our society. This includes [briefly list key services covered--e.g., cleaning, security, landscaping, utilities, etc.].

For the current billing cycle, the total maintenance charge has been calculated based on [briefly explain calculation method--e.g., area of the unit, number of residents, etc.]. The breakdown of the charges is as follows:

- Cleaning service: \$[amount]
- Security personnel: \$[amount]
- Maintenance of common areas: \$[amount]
- Utilities: \$[amount]
- Miscellaneous: \$[amount]

The total amount due for this billing cycle is \$[total amount]. We kindly request all members to settle their dues by [due date] to ensure the continued provision of these essential services.

If there are any concerns or queries regarding the maintenance charges, please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Role in the Society, if applicable]