

[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: Feedback on Society Maintenance Charges

I hope this letter finds you well. I am writing to provide feedback regarding the recent maintenance charges communicated by the society. Firstly, I would like to express my appreciation for the efforts made by the management in maintaining the facilities and ensuring a clean and safe environment for all residents.

However, I have some concerns regarding the current maintenance charges.

[Briefly explain your concerns, such as the increase in charges, comparison to past rates, or specific services not being covered.]

I believe it would be beneficial for the residents to have a breakdown of the charges, including [mention specific details you would like clarified, e.g., what services are included, how the rates are determined, etc.]. This transparency would help us understand the necessity of the charges and enhance trust between residents and management.

Thank you for considering my feedback. I look forward to your prompt response and hope for a constructive discussion regarding this matter.

Sincerely,

[Your Name]
[Unit Number]