

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

[Recipient's Name]
[Society Name]
[Society Address]
[City, State, ZIP Code]

Subject: Inquiry Regarding Maintenance Charges

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the maintenance charges for [mention the specific period or month/year, if applicable] for my unit [Your Unit Number] in [Society Name].

I would appreciate it if you could provide me with a detailed breakdown of the charges, including any recent changes or adjustments.

Additionally, if there are any specific payment deadlines I should be aware of, please let me know.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]