

[Your Society's Letterhead]

[Date]

[Member's Name]

[Member's Address]

[City, State, Zip Code]

Subject: Notice for Maintenance Charges

Dear [Member's Name],

We hope this letter finds you in good health. This is to remind you that the maintenance charges for the month of [Month/Year] are due.

Details of the Maintenance Charges are as follows:

- Monthly Maintenance Charge: [Amount]
- Due Date: [Due Date]
- Payment Methods: [Details of payment methods]

We kindly request you to make the payment by the due date to avoid any late fees or interruptions in services.

If you have already made the payment, please disregard this notice.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Society Name]

[Contact Information]