

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

[Receiver's Name]  
[Society/Association Name]  
[Society Address]  
[City, State, ZIP Code]

Subject: Request for Society Maintenance Charges Receipts

Dear [Receiver's Name],

I hope this letter finds you well. I am writing to formally request receipts for the maintenance charges paid for my unit [Your Unit Number/Address] in [Society/Association Name] for the period of [specify period, e.g., January 2023 to December 2023].

These receipts are essential for my personal records and financial planning. I would appreciate it if you could provide the receipts at your earliest convenience. If you require any additional information or documentation to process my request, please let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]