

The President,
JPWA

Date:

Sir,

I would like to bring to your kind attention that I had paid the maintenance fees from June to October via online bank transfer. It was only in late October when I went to the society office to update my card that I learned that the bank account that I had been sending the money to had been closed. Since I stay in a different city, I was not aware of the account closure. I want to clear the pending maintenance fees for these months right away but I would humbly request you to forgive the late fine as I was not aware of the account closure.

Regards,
Mukta Sen
B4 - 430