

To

Flat no.
Address.
Flat No :-

Pariwar Pearl Apartment

Sub: Non-payment of maintenance charges.

Dear **Flat No** _____

This letter is regarding the non-payment of the maintenance charges of your flat for the month of

_____. The pending maintenance charges should

be paid before **10th Every month** which helps us to clear all the dues of water, electricity, security and cleaning and other regular repairing work..

Kindly make the payment soon, hope you cooperate with us.

Thanking you.

Sincerely,

Pariwar Pearl Owners Association

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