To, 12 May 2018

Dear Resident

Flat No\_(as per list on 14 Jan 2012)

Demo Apartments

Reminder No 1

This with reference to our earlier letter dated 2nd Jan’18 where in we requested you to pay the Maintenance charges by 7th Jun’18. The said charges are still outstanding on your account.

You are requested to make the necessary payment at the earliest in the interest of the society and oblige us.

Thanking you.

The SubCommittee for Maintenance