Date: ##DATE##

To,

Name: ##NAME##

Flat No: ##FLATNO## Wing ##WING##

Hubtown Heaven, Bhaudaji Road, Matunga E

Subject: Response to your letter dated ##LDATE##, received on ##RDATE##

Dear ##NAME##,

We acknowledge receipt of your letter dated ##LDATE##, received on ##RDATE##. However, it has come to our attention that your maintenance dues amounting to ##OUTAMOUNT## remain outstanding as of date.

As per the provisions of the MCS Act 1960, Rules 1961 and the bylaws, all members are required to clear their financial obligations, including maintenance charges, in a timely manner. Failure to do so restricts the society’s ability to address individual requests or take further action on matters raised by defaulters.

In view of this, we kindly request you to clear your outstanding dues at the earliest. Once the payment is made, we will be happy to assist you as per the applicable rules and procedures. Please contact the society office for details of your dues or for any clarification.

We appreciate your cooperation in maintaining the smooth functioning of our society.

Yours Sincerely,

FOR BIT CO-OPERATIVE HOUSING SOCIETY LTD

SECRETARY CHAIRMAN TREASURER

Date:

Place: Mumbai