# Sunrise Residency Society

Sector 12, Palm Avenue, Pune - 411001

Phone: 9876543210 • Email: sunrise.residency@gmail.com

Date: 01-May-2025

## Subject: Overdue Maintenance Charges – Reminder Notice

To,  
Mr./Mrs. [Member Name]  
Flat No.: [Flat Number]

Dear Resident,  
  
Our records indicate that your maintenance payment is overdue. This is a reminder to clear your dues at the earliest to avoid late fees or disruption of services.

### Amount Due

Total Outstanding: ₹[Total Due]

Due Since: [Due Date]

### Payment Instructions

Please make the payment to the following account:  
  
Bank: HDFC Bank  
Account Name: Sunrise Residency Society  
Account Number: 123456789012  
IFSC: HDFC0000456

We request you to treat this as urgent. If payment has already been made, kindly share the transaction details with the society office.  
  
Thank you for your cooperation.

Sincerely,  
Mrs. R. Sharma  
Secretary, Sunrise Residency Society