संदर्भ क्र. / Ref. No. NIMESH/NON-PAYMENT-SOCIETY CHARGES दिनांक /Date:

To,  
Shri./Smt.

Flat / Shop No.

**Subject: Non-Payment of Society charges regularly.**

It is seen from the record of the payments of the Society charges that you have not been paid the society charges for months from to

.

This is not appreciable on your part and hence it is requested to pay the Society charges up to date on or before 20th date of this month of or as early as possible.

It is also humbly requested that try to avoid the same practice of delayed payment in future by paying the Society charges regularly in time i.e. before 20th day of each month.

Your co-operation will be appreciable

Chairman / Secretary