

Brightwater Housing Society

A fictional society | 4 Specimen Road, Sampleton 000 000 | office@brightwater.example

Alex Example
Flat 12, Tower B
Brightwater Housing Society
Sampleton 000 000

Ref: BHS/MC/2026/118
Date: 21 September 2026

Subject: Revised monthly maintenance charge

Dear Alex Example,

At the annual general meeting held on 14 September 2026, members approved the budget for the coming year. The monthly maintenance charge for a two-bedroom flat will be ₹2,450 from 1 November 2026, in place of the present ₹2,200.

The increase pays for the repainting of Towers A and B, a second security guard at night and the renewal of the lift service contract. A copy of the approved budget is available at the society office from 10:00 to 13:00 on weekdays.

Please make the payment by the 10th of each month. Payments received after that date carry a late fee of ₹50. If you pay by standing instruction, the amount will be updated for you and you need do nothing.

If you have any questions about this letter, please write to the office quoting the reference above.

Yours faithfully,



Sam Specimen
Honorary Secretary (fictional)