

66, Hill View Apartment  
Newtown

12 September 2013

Robin Smith  
23/768, Eden Villa  
Newtown

Subject: Complaint Letter

Dear Mr. Smith,

I have been a tenant in your accommodation for the past one year and have been paying all rental and maintenance bills on time. As mentioned to you many times earlier, the working committee had dished out circulars stating that maintenance charges for tenants' stands revised from \$70 to \$95 with effect from April 2013 while the occupants who are owners will continue to pay \$70.

Since we have signed a mutual rental agreement for two years which clearly specifies that the rental charges would be \$560 and maintenance charges will be \$70, I request you to pay the increase in maintenance charges of \$15 from April 2013 and clear outstanding dues pending which the society has warned that they will levy fine on me for late payment.

Despite several verbal reminders, the difference amount has not been credited by you so far. I request you to treat this matter as urgent and do the needful to avoid penalty charges and embarrassment in the society.

Thanking You,

Yours Sincerely,

Edward Right