

[Sender's Name]

[Sender's RWA (Residential Welfare Association) Address]

[Job Title (Manager/Member)]

[Date]

[Receiver's Name]

[Receiver's Address]

Dear [Mrs.] [Name of the receiver],

Thank you for abiding by all the rules of society. I am very impressed with your strict adherence to following the rules set by society. Be it paying the maintenance charges on time, attending society meetings, or keeping the society's premises clean, you have followed every rule in the society's rule book.

As a token of appreciation, I would like to facilitate you in front of all the residents in the society on 4th March 2022. Please accept the token of appreciation and make yourself available on that day. Again I thank you for properly following society's rules.

Yours sincerely,

[Your Full Name]

[Email Address]

[Contact Number]

[Signature]

