**STOP WORK NOTICE**

Ref No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

To,

Mr. / Mrs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Flat/ Shop No. \_\_\_\_\_\_\_\_\_\_\_

Society Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Society Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Mr. / Mrs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subject: Notice for stopping ongoing work in Flat/Shop No.\_\_\_\_\_\_\_\_\_**

It has been observed that you have undertaken repairs/renovation in your Flat/Shop, details for which are mentioned below, without taking permission of the Society.

Hence, you are hereby advised to stop the work immediately and report to the society office for completing the further formalities.

Thanking You,

Yours Sincerely,

For Society Name

Chairman / Secretary