

Society Name
Society Address

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