

Date: \_\_\_\_\_  
From,  
Mr. / Mrs. \_\_\_\_\_  
Flat/ Shop No. \_\_\_\_\_  
Society Name \_\_\_\_\_  
Society Address \_\_\_\_\_

To,  
The Chairman / Secretary  
Society Name \_\_\_\_\_  
Society Address \_\_\_\_\_

Respected Sir,  
**Subject: Suggestion for** \_\_\_\_\_

I, the undersigned, Mr. / Mrs. \_\_\_\_\_ residing in Flat / Shop No. \_\_\_\_\_  
herewith suggest;

**Category** [Please tick ✓ as applicable]

- Administrative
- House-Keeping & Facilities
- Accounting & Financials
- \_\_\_\_\_

- Activities & functions for Children
- Sports
- Cultural Programme
- \_\_\_\_\_

Details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Benefits to Society / Members:

\_\_\_\_\_  
\_\_\_\_\_

Any known de-merits:

\_\_\_\_\_  
\_\_\_\_\_

Hope, you find the suggestion valuable and implement them for betterment of the society members.

Thanks & Regards  
Yours Sincerely,

Members' Signature

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**For Official use:**

Inward No: OSA/ \_\_\_\_\_

Received by: \_\_\_\_\_

Inward Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Remarks: \_\_\_\_\_

Authorised by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_