[Owners committee letterhead, or the name of the project]
Date: [__/__/____]
Sent by: [email / registered post / by hand]   Reference: [____]

To: [name of the Management Entity, as shown in Mollak]
Project or community: [____]
From: the Owners Committee of [project], registered with RERA on [__/__/____]

Subject: [Request for the financial reports of the jointly owned property /
         Notification of a complaint / both]

Dear Sirs,

[Keep the paragraphs that apply and delete the others.]

A. Request for the financial reports
Under Article 24 of Law No. (6) of 2019, the Owners Committee reviews the annual budgets of the jointly owned property and, for this purpose, may request its financial reports. We ask you to send us the financial reports of [project] for [period] by [__/__/____].
If they are in Mollak, please tell us which ones.
Other documents we also ask for (a request, not a right named in the Law):
[____]

B. Notification of a complaint
On [__/__/____] the Committee received the following complaint or complaints from owners or occupants of [project] about the management, operation, maintenance or repair of the common parts:
1. [subject, unit, date received]
2. [____]
We notify them to you today. Under the same Article, the Committee submits complaints to RERA if the Management Entity does not address them within fourteen days from the date it is notified. Please reply in writing by [__/__/____].

Yours faithfully,

For the Owners Committee:
Chairman: [name]   Signature: _____
Endorsed by members (optional): [names]

Date received by the Management Entity: [__/__/____]   Received by: [name]
Copy kept in the Owners Committee file.