[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name or Department]
[Bank or Management Company Name]
[Address]
[City, State, Zip Code]

Subject: Instruction for Payment of Annual Maintenance Fee for [Year]

Dear [Recipient Name],

I am writing to authorize and instruct the payment of the Annual Maintenance Fee for the following account/property:

- **Property/Account Reference:** [Insert Reference Number or Address]
- **Invoiced Amount:** [Insert Amount]
- **Due Date:** [Insert Date]

Please process the payment using the following method:

[Option 1: Debit from my account number [Your Account Number] held at your institution.]
[Option 2: Enclosed please find check number [Check Number] for the full amount.]

Once the transaction is complete, please provide a confirmation receipt for my records via [Email Address or Mailing Address].

If there are any issues or if further documentation is required, please contact me immediately at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]