

FORMAT FOR LETTER

To,
M/s (Name of OMC)

Dear Sirs,

I Mr. / Mrs. son/daughter/wife of Mr aged years,
residing at hereby solemnly affirm as
under:

That Mr/Mrs. I was residing at
..... and have left your
equipment covered under your Subscription Voucher No..... dt.
to Mr./Mrs as I am no more in need of the same.

I request that the same may be transferred to the name of Mr./Mrs. and a fresh
consumer number given along with subscription voucher.

I hereby authorise you to handover the deposit amount held in my name to
Mr./Mrs..... I will not stake any claim at a later date on you in respect of either
equipment or the security deposit towards the same.

Thanking you,

Yours faithfully,

SIGNATURE

NAME

Date:

Place: