

Date :

To

The Administrative Officer
Sri Sai Institute of Technology and Science
Rayachoti, Kadapa Dist.,
Andhra Pradesh.

Sub: Request for providing Information on _____.

Dear Sir,

Please arrange to provide me the information on the subject/s stated above. I enclose herewith demand draft /pay order drawn on _____(Bank Name), No. _____, dated _____ of Rs. _____ as per prescribed rate for the above information.

You are requested to send the information at the following address mentioned below.

Thanking you,

Yours sincerely,

(Signature)

Name :

Citizenship : (Certified copy of citizenship required)

Address for correspondence with contact No/s :

.....
.....
.....
.....

Encl : 1. Bank D.D./Pay Order/ No

Dated of Rs.

2. Certified copy of citizenship