

**To,**

**Date.....**

**Property No:**

**Project:**

**Customer Code No:**

**Subject:** Collection of Documents

**Dear Sir/Madam,**

We wish to inform you that we have booked the above mentioned property through M/s ABC Buildcon Pvt Ltd. We hereby authorize M/s ABC Buildcon Pvt Ltd. to collect the Allotment Letter, Receipts, Agreement to sell and other relevant papers in respect of the above mentioned property from your company on our behalf.

We request you to kindly give the requisite documents in respect of the above mentioned property to M/s ABC Buildcon Pvt Ltd.

Thanking you.

**Kind Regards**

Signatures of the Applicant:

Name of the applicant:

Address: