

From
Partha Sarathi Dutta
Flat No. 6304, Plot 5, Sadamgreen
Kolkata-28.

To:
Sadamgreen & Infra Pvt. Ltd.
Kolkata.

Re: Request for urgent possession & fitout permission.
Flat No. 6304 (Block G)

Dear Sir/Madam

I am the customer for Flat 6304 in Sadamgreen Residential Complex. I understand that the flats are ready for fitout and possession will also happen soon.

I am in urgent need to receive possession of my Flat at Sadamgreen as I plan to travel overseas in near future. For this reason I wish to finish the registration and other paperwork formalities as soon as possible. Please add my name and flat number in your list of priority registration customers.

I would also like to request your permission and cooperation for fitout work namely painting and electrical meter and fittings installation. Please advise your approval.

Thank you.

Sincerely yours,
Partha Sarathi Dutta