

Request letter by Account Office in Letter Head

(Letter should be signed & stamped by authorized signatory along with name and designation of authorized person)

Date:

To

Senior Vice President

TIN Operations

NSDL e- Governance Infrastructure Limited

2nd Floor, Times Tower

Kamala Mills Compound

Senapati Bapat Marg

Lower Parel, Mumbai - 400 0013

Dear Sir

Sub: Request for copy of Provisional Receipt Number

It is hereby requested to kindly send us duplicate copy of Provisional Receipt number. The details of Provisional receipt along with purpose of request are as under:

1. **Name of Account Office :**
2. **Account Office Identification Number (AIN) :**
3. **Provisional Receipt Number of Form 24 G statement:**
4. **Month and Year**
5. **Purpose for requesting copy of provisional receipt.**

As understood, the copy of provisional receipt shall be sent by the NSDL on the email ID as mentioned in the last Form 24G statement accepted at TIN.

Sign and stamp of the authorised signatory:

Name of the authorised signatory:

Designation of the authorised signatory: