LETTERHEAD

SERVICE REQUEST LETTER SAMPLE

To,	
The Director	Date:
SIFS INDIA	
Forensic Science Lab	
Mahendru Enclave, Delhi-110009	

Subject: Forensic verification of Signature, Handwriting and Document etc.

Dear Sir,

Thank you Regards

Your Name Address Contact Number Email ID Proof

Signature & Stamp

ID Proof





REC Limited । आर

(Formerly Rural Electrification Corporation Limited) (भारत सरकार का उद्यम) / (A Government of India Enterprise) Regd. Office: Core-4, SCOPE Complex, 7, Lodhi Road, New Delhi 110 003 Tel: +91-11-4309 1500 | Fax: +91-11-2436 0644 | Website: www.recindia.com CIN: L40101DL1969GOI005095 | GST No.: 07AAACR4512R1Z3



REC/ 9/1/2019 -

Date: 09/10/2019

To Director SIFS India Pvt. Ltd. 2443, Basement, Hudson Lane Kingsway Camp New Delhi - 110009

Sub: Verification/Authentication of photographs

Sir/Ma'am,

With reference to our communication vide email dated 27 September 2019, you are requested to authenticate/verify 3 photographs submitted to us by our vendor. Kindly submit a detailed report for each photograph enclosed with this letter (in original and hard).

The charges for your services shall not be more than the quoted amount of applicable taxes per photograph. The total cost for verification/authentication report of 3 plus applicable taxes. The payment shall be made photographs shall not be more than on the receipt of the detailed report.

You are also requested to send pre-receipted stamped bill in duplicate with detailed report as mentioned above with the Bank details/MICR/PAN number and GST number in order to arrange release of payments. Please include GSTIN of REC along with your organization GST in the prereceipt stamped bill if applicable. Please also submit, along with the above documents, the filled-up Vendor Details Form (enclosed).

Enclosed:

- 1. 3 Photographs (Original)
- 2. Vendor Details Form

Deputy Manager (CCPR)

आरईसी लिमिटेड (पूर्ववर्ती नाम रूरल इलेक्ट्रीफिकेशन कॉपोरेशन लिमिटेड)

Regional Offices: Bangalore, Bhopal, Bhubaneswar, Chennai, Guwahati, Hyderabag Imphalurdaipur, Jammu, Kolkata,

Lucknow, Mumbai, Panchkula, Patna, Raipur, Ranchi, Thiruvananthapuram & Vijayawada scope can

7,लोधी रोड, नई दिल्ली /7, Lodhi Rosd, New Delhi-03 State Offices : Dehradun, Itanagar, Shillong, Shimla, Vadodara & Varanasi

Training Centre: REC Institute of Power Management & Training (RECIPMT), Hyderabad