**[ON COMPANY LETTER HEAD]**

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_

To,

The Director,

Software Technology Parks of India,

9th Floor, GIFT One Tower, Block-56, Road-5C

Zone-5, Gift City, Gandhinagar – 382 355 (Gujarat)

Dear Madam/ Sir,

**Sub: Change of Work Location - Reg.**

**Ref: STPI LoP No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dtd. \_\_\_\_\_\_\_\_\_\_.**

**\*\*\***

We intend to change the present work location to the new location. The address of the new work location is as mentioned below:

<**Mention address of the work location where to be changed and reason for change in work location**>

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The details of the new work location are as mentioned below:

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Lease deed/ Sale deed | Validity period of Lease deed | | Total area in Sq. ft. of the proposed premises as mentioned in Lease/ Sale deed |
| From | To |
|  |  |  |  |

We are enclosing herewith the following documents:

1. Copy of Letter of Intent (LoI)/ Pre-agreement or Valid Lease /Rental agreement executed on stamp paper or Sale Deed.
2. Proposed premises Floor Plan in triplicate.
3. Original Green Card No. <Green Card No.> Dated: <Date of the Green Card issued>

In this regard we request your good office to kindly issue the approval for change of work location/ premises.

Thanking you,

Yours faithfully,

For, <Unit Name>

Signature:

(Name of Director/ Partner/ Proprietor/Authorized Signatory)

Designation:

Email-id & Contact No.: