**[ON LETTER HEAD]**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_

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 Sir,

**Sub: Intimation for DTA Sales for the FY <mention the Financial Year> - Reg.**

**Ref: STPI Approval No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated:\_\_\_\_\_\_\_\_\_\_.**

**\*\*\***

We intend to carry out DTA Sales as per the clause 6.08 of prevailing FTP. We are enclosing herewith the following documents:

1. Self-declaration/undertaking for DTA Sales
2. Annexure 23-B
3. Copy of invoice and PO/SOW/Agreement/Work order/Contracts

In this regard we request your good office to kindly take the given intimation of DTA Sales on record.

Thanking you,

Yours faithfully,

For, <Unit Name>

Signature:

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

Designation:

Email-id & Contact No.: