**[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 Sir,

**Sub: Import of Goods - Reg.**

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

**\*\*\***

With reference to the subject matter, we intend to purchase imported Goods (CGs) for our office from <**Mention Supplier’s Name and Address**> under outright Purchase/ Bond to Bond Sale/ Loan/ Free of Cost etc.

Import of Goods is due to the following reasons: -

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_<**Mention Purpose of Import**>\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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We are enclosing herewith the following documents:

1. Request Letter
2. Proforma Invoice
3. Application as per the prescribed format
4. Declaration in case of Second-hand capital goods as per prescribed format

In this regard, we request your good office to kindly issue the import approval at the earliest.

Thanking you,

Yours faithfully,

For, <Unit Name>

Signature:

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

Designation:

Email-id & Contact No.: