**[ON 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.**

**Reg. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dtd. \_\_\_\_\_\_\_\_\_\_ valid up to.**

**\*\*\***

We intend to change our work location from <**Address of existing 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 Lease Agreement/ Rental Agreement/ Purchase deed etc.
2. Updated IEC.

In this regard we request your good office to kindly update the address of new work location in STPI records.

Thanking you,

Yours faithfully,

Signature:

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

Designation:

Email-id & Contact No.: