**[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: De-bond/Partial Reduction in Operational Premises- Reg.

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

**\*\*\***

We intend to change the address of registered office and De-bond/ partially remove one of our operational premises from our existing work locations. The address of the work location to be reduced is as mentioned below:

\_<Mention address of the work location to be reduced and reason for reduction in work location>\_

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

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The details of the work location to be reduced are as mentioned below:

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

We are enclosing herewith the following documents:

1. Copy of INC-22/Form-18A / Company Master data
2. Copy of valid Lease /Rental agreement or Sale Deed.

In this regard we request your good office to kindly issue the approval for De-bonding/ reduction of the above mentioned work location from our existing work locations.

Thanking you,

Yours faithfully,

Signature:

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

Designation:

Email-id & Contact No.: