

To  
The Director (EP&QA)  
TQM Division,  
Textiles Committee,  
P. Balu Road,  
Prabhadevi Chowk, Prabhadevi,  
Mumbai- 400025.

Date:

**Sub: Purchase of Tender document**

Dear Sir,

This has reference to your Tender notice advertised in newspaper \_\_\_\_\_ dated \_\_\_\_\_ and/or on your website and/or in ITJ for purchase of labels for Handloom Mark Scheme.

We, hereby, request you to issue the Tender document to the bearer of this note.

Please find enclosed herewith payment of Rs.500/- (Rupees five hundred only)

Detail of payment is as below: (Please tick appropriate)

Cash	<input type="checkbox"/>	Demand Draft	<input type="checkbox"/>	Pay Order	<input type="checkbox"/>	Banker's Cheque	<input type="checkbox"/>
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DD/ PO/ BC No.:

Date:

Bank Name:

Branch:

Drawn on:

Payable at:

Thanking you,

Yours faithfully,

Name & Sign of the representative  
Company stamp (if available)

Encl: 1) a/a  
2) Business card of the firm (if available)