

on your company letter head

Date :

The Product Head
India Cements Capital & Finance Ltd.,
38 Sterling Road
Chennai 600 034

We are deputing our (Designation) .Mr . for a business trip.
Please release forex under Business Visit as per details below:

Name : Mr

Address :

Nationality :

Passport No :

Date & Place of Issue :

Country (s) to be visited :

Duration of Stay :

Nature of Visit :

Amount of Forex Required :

Ticket No & Date of Travel :

Banker's Name :

Cheque Number :

We hereby declare that all the expenses are borne by the company and the foreign exchange drawn will be used for the above mentioned purpose only.

Yours Truly,

Authorised Signatory.