**2-June-2017**

**From,**

**Alpen Design Studios Pvt. Ltd.**

Raikar Chamber Premises

A-713, 7th Floor, Opp. Neelkanth Garden

Govandi (East), Mumbai – 400 088.

**To**,

The Manager

**Mahanagar Telephone Nigam Limited,**

Mankhurd Tel Exch

Behind Datta Guru Nagar Deonar

Telecom Factory Colony,

Chembur (East), Mumbai, Maharashtra 400088

**Subject - Request for a phone line for our office.**

Sir/ Madam,

I the undersigned writing this letter to you to request for a landline connection in our office premises. We are a business firm and have been operating in the current office. We require a landline connection for our day to day activities.

It would be great if you could help us with the same as soon as possible so that we can carry on with our work without any hindrances.

Thanking you.

**With Regards,**

**Tapan Das**

**Director**

**Alpen Design Studio (India) Private Limited.**