Date: 24-05-2021

To

Chief General Manager (Finance),

Mint Compound, Corporate office,

Hyderabad.

Sir,

I have been appointed as the Standing Counsel in the Month of April 2015. I am being paid the retainer fee every month.

I request you please direct the concerned officer to provide me with the details of the payment of the Retainer Fee from the month of April 2015 till date to reconcile with my bank statement as per my Auditors requirement.