XPERTEEZ TECHNOLOGY PRIVATE LIMITED

WEBEL IT PARK, RAJARHAT, UNIT 209 PHASE II, NEWTOWN DH BLOCK, AA 1, KOLKATA 700156



**Letterhead Template for Xperteez Technology:**

**Xperteez Technology Private Limited**

**(A Subsidiary of [Parent Company Name], if applicable)**

**Registered Office: [Complete Address with Street, City, State, PIN]**

**Corporate Office: [Complete Address] | CIN: [Company Identification Number]**

**T: +91-XX-XXXX-XXXX | E: corporate@xperteez.com | W: www.xperteez.com**

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**(Horizontal Line in Company Brand Color)**

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**Ref.: XT/ADMIN/[Number]/2024**

**Date: [DD Month YYYY] (e.g., 24 June 2024)**

**To,**

**[Recipient's Full Name]**

**[Designation]**

**[Organization Name]**

**[Address Line 1]**

**[Address Line 2]**

**[City - PIN Code]**

**Subject:[Precise Subject in Title Case]**

**Sir/Madam,**

**With reference to the above-mentioned subject, I wish to formally [state/communicate/inform] that [clear purpose of communication in the opening sentence].**

**2. The key points are enumerated below for your kind perusal:**

**i) [First point with complete details]**

**ii) [Second point with supporting facts]**

**iii) [Third point if required]**

**3. In view of the aforementioned, we request your [specific action required] at the earliest. The timeline for this matter is [specific date/days].**

**For Xperteez Technology Private Limited**

**Sincerely yours**

**[Your Full Name]**

**[Your Official Designation]**

**Encl.: [List of documents attached, if any]**

**CC: [Names for carbon copy, if applicable]**

**(Horizontal Line in Company Brand Color)**

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**Confidentiality Notice: This communication contains privileged information intended solely for the addressee. Unauthorized use is strictly prohibited.**

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**Key Formal Elements Added**

**1. Complete legal entity name**

**2. Company registration details (CIN)**

**3. Formal reference number format**

**4. Proper date format**

**5. Structured content flow**

**6. Confidentiality disclaimer**

**7. Carbon copy notation**

**8. Professional closure**

**Usage Instructions:**

**1. Replace all placeholders in [brackets]**

**2. Use company brand colors for lines**

**3. Maintain consistent fonts (e.g., Times New Roman 12pt)**

**4. For physical letters:**

**- Print on 100gsm company letterhead paper**

**- Use 2.5cm margins all around**

**5. For digital use:**

**- Save as PDF with "XT\_Letter\_[Subject]\_[Date]" filename**

**- Disable editing in document properties**