

From,
Reliance Retail Limited
State office
Chandrika Chambers
SA Road, Vytilla, Kochi
Kerala- 682019

TO,
Patricia Birdy Paul

Subject: KEY HAND OVER

Dear Sir/Madam,

I writing to formally inform you that we have completed the process of vacating the office premises located at Ground Floor Pullikkal Buildings Pallimuku, KOCHI. As part of this process would like to officially hand over the Keys to you. We would like to express our gratitude for the support and services provided by you during our tenancy.

Sincerely,
Store Staff.