



Indian Institute of Technology, Hyderabad
Kandi -502285 , Telangana, India

भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology
Hyderabad

To
The Assistant Registrar
IIT Hyderabad

Date:

Sub: Reimbursement of Telephone bills

Sir,

Kindly arrange to reimburse the telephone bills of Rs. _____ (Rupees. _____
_____) for the month of _____. The amount may please be credited to my
salary account for the month of _____. Cash memos for the same attached with this letter.

Signature :
Name :
Designation :
Department :
Employee ID :

Bank Name & Branch :
Bank Account Number :
IFSC Code :