

Your Company Name

Your Company Address Line 1
Your Company Address Line 2
Contact: (123) 456-7890

Date: 31/3/2025

From: Sagar Velamuri

To:
Subhash
345
Vizag
531001

Subject: Request for Land Registration

Dear Subhash,

This letter is to formally request the registration of the land currently under your ownership. We are initiating the process to transfer the ownership to Sagar Velamuri. This request has been forwarded to the ITDA office as part of our registration procedures.

We kindly ask for your cooperation to complete the necessary documentation. If you have any queries or require further clarification, please do not hesitate to reach out via email at vrvsagar99@gmail.com or phone at 9876543210.

Thank you for your prompt attention to this matter.

Sincerely,
Sagar Velamuri
Email: vrvsagar99@gmail.com
Phone: 9876543210