**BY REGISTERED POST**

**Letter Number: Year/EMD/XXXXXX**

To,

Designation,

**Address,**

City Name

State Name

Dear Sir,

SUB: REFUND OF EARNEST MONEY DEPOSIT – REMINDER.

REF: Tender No. XXXXXXXXXXXX

We draw your kind attention to above that we have paid Earnest Money Deposit as per the requirement.

The detail of Refundable Deposit is as below,

|  |  |  |  |
| --- | --- | --- | --- |
| Tender Reference No. | Mode of Payment | Instrument No & Dated | Amount – INR |
| XXXXXX | XXXXX | XXXXXXX | XXXXXX |

**As the above deposit is overdue, we request you to kindly refund the same at the earliest.**

We hereby enclosed mandate form with Bank Account details and cancelled cheque for your ready reference.

for AstraZeneca Pharma India Ltd.

Authorized Signatory

Name:

Designation:

Mail ID- [institution.az@astrazeneca.com](mailto:institution.az@astrazeneca.com)