**TO WHOM SO EVER IT MAY CONCERN**

**From:** Date:

**To:**

**Package Details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Content Specification** | **Quantity in Nos.** | **Asset Tag/Serial No** | **Value in INR** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Total** |  |  |  |

**This is NOT FOR SALE, return back to office which was received for work from home on returnable basis in lieu of COVID-19 Virus.**

Sender Name

Sender Signature

|  |  |
| --- | --- |
| **Asset Tag** | **SERIAL NUMBER** |
|  |  |