19th February 2014

To,

The Manager

Accounts Dept.

OEL, RO

Kochi .

**Ref: Cheque No.680316 for Rs.5310.00 dt.3/8/13 and 680289 for Rs.4971.00 dt.27/07/13.**

Dear Sir,

With reference to above, please be informed that the above two cheques have been misplaced during transit and is not traceable.

Therefore, we would request you to kindly re-issue the cheques and send to us at the earliest.

The counter foils of the cheques are enclosed for your reference.

Thanking you,

Yours faithfully,

**NANDINI CHITRA**

BA

OEL, V.S.COMPLEX

PALAKKAD

KERALA.

**TO WHOMSOEVER IT MAY CONCERN**

8/4/2014

This is to certify that we are sending one BOX contains tamarind for domestic use and not for sales purpose and hence no commercial value involved in it.

U.RADHIKADEVI

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_