



Address: Member Address

Email: member@email.com

Mob: +91 0000000000

Tel: +91 0000000000

Reference Number: TRACK0001

Date: 16/09/2025

Member Name

Member (Rajya Sabha)

State

Member of committee:
Committee Name

The Secretary-General

Rajya Sabha Secretariat
Parliament House, New Delhi

Sir/Madam,

I have recently purchased certain electronic products [Electronic Products] for official use as a Member of Rajya Sabha amounting to Rs. [50000.00].

Kindly find enclosed the relevant purchase bills/invoices for your perusal.

It is requested to process the reimbursement as per the applicable rules and guidelines.

Thank you.

Sincerely,

Member Name

(Member, DS)