**Date:**

**To,**

**The Manager**

**PHEROZE FRAMROZE & CO PVT LTD**

**G-3, Sangeet Plaza**

**Marol-Maroshi Road,**

**Marol, Mumbai- 400 093**

**Dear Sir,**

**Sub : Surrender of foreign exchange after business travel.**

**We are surrendering herewith as under the unutilized foreign exchange purchased by us for our official tour, as the same was not fully utilized.**

**Name of Passenger :**

**Emp Code :**

**Passport Number :**

**Project No : :**

**Currency :**

**Travelers Cheques : \_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Foreign Exchange :**

**You are requested to accept the above foreign exchange and refund us by way of cheque in equivalent Indian Rupees.**

**Thanking You,**

**Yours truly,**

**For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**P.S. : Kindly ensure that the Travelers Cheques are signed on both the sides**