

To,  
as,  
surendra kirana store ghasidas nagar housing board bhilai near durga manch,  
dfgh,  
Durg, 490026,  
9876543210

Subject : Work order cum Appointment Letter.

Dear Sir,

We are glad to inform you that as per resolution no. 123 dated 12/05/2021, we have decided to appoint Vandana Yadav & employees of Dear Society to carry out all the necessary steps in the process of obtaining testing procedure. dear society has accepted the quotation given by as. Consideration of the same is Rs. 100000/- as consulting fees. Payment terms will be as per the quotation given.

Thanking you,

Your's Truly