



Organization name

Address: \_\_\_\_\_

E-mail: example@email.com    Website: www.example.com

Phone: XXX XXX XXXX

Memo no. \_\_\_\_\_

Date: 00.00.00

From,

XX  
XX

To,

West Bengal Electronics Industry Development Corporation Limited  
Webel Bhavan, Block EP & GP, Sector V,  
Bidhannagar, Salt Lake, Kolkata 700 091

**Subject:** XX

Sir,

XX  
XX

Sl. No.		Description of Work
1.	Nature of Service	
2.	Quantity	
3.	Contract Tenure	
4.	Cost Per Unit and Total Cost	
5.	Payment Terms and Conditions	

Yours Faithfully

\_\_\_\_\_  
(Signature)

(Address)