



Organization name

Logo

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: XXX

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)