

CIPET QF/7724 Format for CALL LETTER

Ref.No.....

Date:

To,

Chief Manager (Technical) & Head –PDI-H.O
CIPET Head Office
TVK Industrial Estate,
Guindy,
Chennai 600 032

Sub:

Ref:

Dear Sir

We are offering the following stores for your Inspection

Sl. No	P.O no. & Date	Validity Of PO	Consignee details	Details of Item	Quantity In mtrs/Pcs	Details of Lots with batch no. Consignee wise	Value in Rs.	PDI Fees In Rs.
			1. 2. 3. 4. 5.					(including Service tax)

We are enclosing herewith the DD/Cheque no-----dated ----- for the amount of Rs-----

The stores will be ready by ----- at our factory site

This is for your information and necessary action.

Thanking you,

Yours truly,

(Authorized signatory)

M/S.....

CC to The concerned CIPET Centre head