

<b>CIPET</b>	Issue No :	3	Rev. No.:		CIPET/QF/7724
	Date:	03.12.2018	Date:		Page No : 1 of 1
<b>Format for Inspection Call Letter</b>					

**Document No. CIPET/QF/7724 – Format for Inspection Call Letter**

Ref.No.....

Date: .....

To,

The Principal Director (TSS) & 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 meters/ Pcs /coil	Details of Lots with batch no. Consignee wise	Value in Rs.	PDI Fees In Rs.
								(including Service tax)

We are enclosing herewith the DD/Cheque no/NEFT/RTGS -----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