

Date: \_\_\_\_\_

M/S \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

**Reference**

**Property No** \_\_\_\_\_

**Project** \_\_\_\_\_

**Customer Code No** \_\_\_\_\_

**Subject** : **Collection of Documents.**

Dear Sir/Madam,

I/We wish to inform that I/We have booked the above mentioned property through M/S **Focus Consultants.**

I/We hereby authorize M/S **Focus Consultants** to collect the Allotment Letter, Receipts, Agreement to sell and other relevant papers in respect of the above mentioned property from your Company on me/our behalf.

I/We request you to kindly give the Requisite Documents in respect of the above mentioned property to **M/S Focus Consultants.**

Thanking You,

Sincerely Yours,

Signatures of the Applicant : \_\_\_\_\_

Name of the Applicant : \_\_\_\_\_

Mailing address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_