

**Dated :** \_\_\_\_\_

**M/s** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reference : Property No. :** \_\_\_\_\_  
**Project :** \_\_\_\_\_  
**Customer Code No. :** \_\_\_\_\_

**Subject** : Collection of Documents

Dear Sir,

We wish to inform you that we have Booked the above mentioned Property through M/s Shaloo Agencies.

We hereby authorize M/s Shaloo Agencies to collect the Allotment Letter, Receipts, Agreement To Sell and other relevant papers in respect of the above mentioned Property from your Company on our behalf.

We request you to kindly give the Requisite Documents in respect of the above mentioned Property to M/s Shaloo Agencies.

Thanking you,

Sincerely yours,

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

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

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