

To,
The Manager,
Manav Forex (P) Ltd.
198-199, CITIMALL,
New Link Rd,
Andheri, Mumbai-53.

Re: Release of foreign exchange towards business visit

Name of the traveller :
Address :
Designation :
Nationality : Indian
Passport No. :
Date & place of issue :
Ticket Route :
Ticket no :
Duration in days :
Amt of foreign :
Exchange reqd :

We certify that the expenses for the above trip are being borne by us and also undertake that the foreign exchange will be utilized only for the purpose stated Above.

We enclose herewith chq no:
Towards the cost of exchange.

dated:

Rs:

Thanking you,

Yours faithfully,