**[ON COMPANY LETTER HEAD]**

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

To,

The Director,

Software Technology Parks of India,

9th Floor, GIFT One Tower, Block-56, Road-5C

Zone-5, Gift City, Gandhinagar – 382 355 (Gujarat)

Dear Sir,

**Sub: Renewal of Green Card – Reg.**

**Ref.: STPI Approval No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated: \_\_\_\_\_\_\_\_\_\_\_\_.**

**Green Card No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated: \_\_\_\_\_\_\_\_\_\_\_\_.**

**\*\*\***

We request you to renew the Green Card issued to our Unit for which we are herewith submitting application form in the prescribed format.

Enclosed please find an attached original Green Card.

In this regard we request your good office to kindly issue the renewal of Green Card.

Thanking you,

Yours faithfully,

For, <Unit Name>

Signature:

(Name of Director/ Partner/ Proprietor/Authorized Signatory)

Designation:

Email-id & Contact No.: