**[ON 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 Madam/ Sir,

**Sub: Expansion of operational Premises/ Work Location - Reg.**

 **Ref: STPI Reg. No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dtd. \_\_\_\_\_\_\_\_\_\_.**

**\*\*\***

In addition to our existing unit’s location, we intend to expand our operational premises to the following additional work location:

\_\_\_\_<Mention address of the proposed additional work location and reason for expansion >\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The details of the proposed additional work location are as mentioned below:

|  |  |  |
| --- | --- | --- |
| Date of Lease deed/ Sale deed | Validity period of Lease deed | Total area in Sq. ft. of the proposed premises as mentioned in Lease/ Sale deed |
| From | To |
|  |  |  |  |

We are enclosing herewith the following documents:

1. Copy of Letter of Intent (LoI)/ Pre-agreement or Valid Lease /Rental agreement executed on stamp paper or Sale Deed.
2. Copy of updated IEC Certificate.
3. Copy of GST Certificate.

In this regard we request your good office to kindly issue the approval for expansion of our operational premises.

 Thanking you,

Yours faithfully,

Signature:

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

Designation:

Email-id & Contact No.: