



TOBACCO BOARD

(Ministry of Commerce & Industry, Department. of Commerce)
(Government of India)
(AN ISO 9001-2008 CERTIFIED ORGANISATION)



Ref.No.

Date:

To

Sir,

Please find herewith enclosed Cheque / D.D.No. _____ dated _____
for Rs. _____ (Rupees _____
_____ only) towards the full settlement of the following bills /
items.

Kindly acknowledge the receipt of the above Cheque / D.D. and send the stamped
receipt.

Encl: As above;

yours faithfully,