

COMPANY LETTER HEAD

Date:

To

Sr. Branch Manager/ AGM(Mktg.)

By Products Section

Visakhapatnam Steel Plant

Sir,

Sub: Request for issue of Oneday visitor permission to Plant for material inspection

We _____ request you to issue one day visitor permission on _____ to the following to meet _____ of ____ Department, contact no _____ for the purpose of _____ material inspection

We hereby declare that in case of any risk to the following persons (or) damage to Steel Plant property (or) any Unforeseen incidents during the visit, entire responsibility lies with our company and we own the consequences if any.

1.

2.

3

Vehicle no: _____

We hereby declare that the above visit is Official and all the above are Indians.

Thanking You,

Yours faithfully,

Signature:

Name:

Mobile: