

Dated:

To,  
The Jt. Wireless Advisor,  
Regional Licensing Office,  
Southern Regional Monitoring HQRS,  
Ministry of Communications, WPC,  
IMS Campus, (PO) Perungudi, Kandanchavadi,  
Chennai - 600096

Sub: Renewal of User License

Dear Sir,

In response to your permission quoted above, we request you to renew our user license as it is expiring on \_\_\_\_\_. The License no. is \_\_\_\_\_ valid up to \_\_\_\_\_

We are enclosing herewith the DD/pay order no. \_\_\_\_\_ for Rs. \_\_\_\_\_/- only and copy of existing user license is also attached.

We are request you to kindly renew our user license at the earliest and oblige.

Yours truly,

For \_\_\_\_\_

Authorized Signatory