

[To be Printed On Company's Letter Head]

Ref. No.

Dated :-

**The Director,**

Software Technology Parks of India,  
 Plot No.1, MIDC, Rajiv Gandhi Infotech Park,  
 Hinjewadi Phase –I, Pune – 411057

**Sub: - Permission for Reduction of Premises of our STP unit.**

Dear Sir,

We are a STP unit registered with you bearing reference no..... dated  
 ..... We have been carrying out our activities from our STP unit located at  
 .....

(The reason for reduction of premises)

.....  
 .....

The total custom bonded area is ..... sq. ft. In view of the above, we have  
 decided to Reduction of Premises ..... sq. ft.

As soon as we receive permission from STPI accordingly we will inform Customs for  
 necessary amendments in our original custom bonding license.

We assure for the fulfillment of the export obligation applicable for us as per Foreign  
 Trade Policy.

Kindly issue us permission for partial Reduction of Premises of our STP unit.

Thanking you,

Yours Faithfully.

.....  
 (Authorized Signatory)

Encl.: - 1) Ground Plan of premises with highlighted area to be reduced in triplicate.  
 2) Original Green Card.