

TRANSFEROR'S LETTER TO BEST/BSES

From,

_____ (Transferor)

To

The General Manager,

_____ (Transferee)

Dear Sir,

Re : Meter No. _____ Bill No. _____ Cycle No _____

Installation No. _____ standing in my name _____ at Flat
No. _____ on _____ floor _____ Co-op. Housing Society Ltd.

Sub: Transfer of the above meter in favour of the purchasers herein under specified.

With reference to the above subject I have to state that Flat No. _____ on the
_____ floor of the building known as _____ of the _____ Co-op.
Hsg.Soc.Ltd., situated at _____, has been transferred by me to Shri/Smt
_____ vide agreement dated _____.

Since the above mentioned flat has been transferred in favour of the above purchasers I request
you to kindly transfer the above meter in favour of the purchasers.

Thanking you,

Yours faithfully,

(Shri/Smt _____)

Transferor