Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ICMR-NARFBR, Hyderabad-500 101

To

 The Director,

 ICMR-NARFBR, Hyderabad-500 101

Sir,

 Sub: Reimbursement of Expenditure incurred on Telephone /Newspaper -reg.

I am enclosing herewith the Telephone Bill/Newspaper Bill for the period from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_kindly arrange for eligible reimbursement of the same.

Thanking you,

 Yours faithfully,

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_