

Date : _____

To
The Registrar
MEFGI

Subject : Request for Reimbursement of Laptop-Usage Allowance
Reference : Considering MEFGI Policy.

Dear Sir,
With above subject and reference,

I, _____

Wish to humbly bring to your notice that, I am using my personal Laptop of

Company : _____ Model : _____

Serial No. : _____

for all official purpose since _____.

Hence, I hereby request you to do the needful with respect to Reimbursement of Laptop-Usage Allowance from above mentioned period.

Thanking You.

Sincerely,

Signature: _____

Name : _____ Dept: _____

Emp. Code : _____

Signature of HoD

Certification by ICT Dept.

Date: _____

Signature