

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.

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

Thanking You.

Sincerely,

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

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

Emp. Code : \_\_\_\_\_

\_\_\_\_\_  
Signature of HoD

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**Certification by ICT Dept.**

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

\_\_\_\_\_  
Signature