

To

The Manager
Rashtriya Swabhimaan Khel Parisar
Delhi Development Authority
Pitampura, New Delhi-110 088

FREE

Sub: Request for hiring of Cricket/Hockey/Football/Badminton/Table Tennis/
Basket Ball/Volley Ball/Central Ground/Athletic track etc.

Dear Sir,

This is to request you to provide us with the opportunity to use
the _____ ground of the Sports Complex for _____ days
from _____ to _____ (Mention Holiday if
any _____)

The required charges shall be deposited in cash for the same

Yours faithfully

Authorised Signatory _____
Name _____
Address _____
Seal of Organisation(if any) _____
Telephone No. _____

RASHTRIYA SWABHIMAAN KHEL PARISAR
PITAMPURA SPORTS COMPLEX
ADMN.BRANCH

Please accept Rs. _____ (Rupees _____)
Mr./Mrs./Ms. _____ on account of hiring of _____
_____ ground for _____ days from _____ to _____.

Cashier/RSKP

Mnager/RSKP

RASHTRIYA SWABHIMAAN KHEL PARISAR
PITAMPURA SPORTS COMPLEX
ACCOUNTS BRANCH

Received Rs. _____ (Rupees _____)
From _____ on account of hiring _____ ground
receipt no. _____ dated _____

Manager/RSKP

Accounts/RSKP

Cashier/RSKP