

**Ref.**

**Date**

**SUPREME SECURITIES LTD.**

3<sup>rd</sup> Floor, R.D Chambers,

16/11, Arya Samaj Road,

Karol Bagh, New Delhi-110005

**SUB : RELEASE OF FOREIGN EXCHANGE FOR BUSINESS VISIT**

Dear Sir,

We request you to release \_\_\_\_\_ to \_\_\_\_\_, who is proceeding abroad on company business. All the expenses related to this trip will be borne by the company .

**Name** :

**Address** :

**Nationality** :

**Passport No.** :

**Designation** :

**Country to visit** :

**Purpose** :

We undertake that the foreign exchange drawn will be utilized only for the purpose stated above. We enclose here with Passport, Air Ticket and Cheque towards release of Foreign Exchange. I further Declare that the aforesaid application for release of foreign exchange has been made bonafide for the Purpose stated therein and nether designed not intended and does not, and shall not involve any contravention or evasion of the provisions of **FEMA** or any other laws, or any other rule, regulations, Notification, direction made or issued there under.

Thanking you,

Yours faithfully,

Authorized Signatory