

## Association Letter Head

Ref. No.: 123456

Date: DD/MM/YYYY

To,

Sabyasachi Ray, Executive Director  
The Gem and Jewellery Export Promotion Council  
Office No. AW 1010, Tower A, G Block, Bharat Diamond Bourse  
Next to ICICI Bank, Bandra-Kurla Complex, Bandra - East  
Mumbai - 400 051, India  
Tel: 91 22 26544600, Email : [ho@gjepcindia.com](mailto:ho@gjepcindia.com), Website : [www.gjepc.org](http://www.gjepc.org)

Subject: Request for Issuing GJEPC Parichay Cards

Dear Sir,

We are (Name of Association) from (City), representing (No. of artisans) who are working in the Gem and Jewellery Industry. Our Association was founded in the year (Mention Year of Foundation) and we are registered under the (Relevant Act)

We have heard about GJEPC's initiative of Parichay Cards and its benefits to the Artisans of the Gems and Jewellery Industry and we would like to avail the Parichay Card for our artisans. We request you to please issue (No. of Parichay Cards) for our artisans.

Please find enclosed the request form with necessary details for your perusal.

Thanking You

Official stamp of Association

Signature of Association Head / President

Name of Association Head / President