

Company 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, Website : www.gjepc.org

Subject: Request for Issuing GJEPC Parichay Cards

Dear Sir,

We are (Name of Company) from (City), in the gem and jewellery business since (date of incorporation). (If company is GJEPC member please mention the same along with membership number)

We have (No. of employees) who are working for our organization. Our company is registered as (Mention registration details of the company)

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

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

Thanking You

Official stamp of Company

Signature of Company Head

Name of Company Head