

**TRANSFEROR'S LETTR TO BEST/BSES**

FROM

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_(Transferor)

To

The General Manager

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_(Transferor)

Dear Sir,

Re: Meter No. \_\_\_\_\_ Bill No. \_\_\_\_\_ Cycle No. \_\_\_\_\_  
Installation No. \_\_\_\_\_ standing in my name \_\_\_\_\_ at Flat No.  
\_\_\_\_\_ on \_\_\_\_\_ floor. \_\_\_\_\_ Co-op. Housing Society Ltd.

Sub: Transfer of the above meter in favour of the purchasers herein under specified,

With reference to the above subject I have to state that Flat No. \_\_\_\_\_ on the \_\_\_\_\_  
floor off the building known as \_\_\_\_\_ of the \_\_\_\_\_ Co-op.Hsg.Soc.Ltd.,  
situated at \_\_\_\_\_, has been transferred by me to Shri/Shim \_\_\_\_\_  
\_\_\_\_\_ vide agreement dated \_\_\_\_\_.

Since the above-mentioned flat has been transferred in favour of the above purchasers I request you to kindly transfer the above meter in favour of the purchasers.

Thanking you,

Yours faithfully,

(Shi/Smt \_\_\_\_\_)