

Date : 04/12/18

M/s LODHA GROUP

Mr. _____ – Director

Ms. _____ - Manager Accounts & Finance

Subject: - Release of Adhoc Advance Payment of Priva Co-op Housing Society Ltd.

Sir/ Madam,

We refer to the above subject matter and thank wholeheartedly for handing over the society and its functioning to the elected provisional committee.

While we have already commenced with the builder transition and are in process of taking over physical assets, compliance and accounts data. As the completion of the transition will take some time, we the elected committee request you to kindly release an advance amount of Rs. _____ on adhoc basis. The advance is required to ensure that the operational functioning of the society this includes the vendor payment is not disturbed anywhere during the transition period.

Further members closing balances, this includes the flat sold/unsold and other reconciliation will be confirmed with you at the later stage.

Please be informed that you can transfer the funds directly to society bank account by NEFT / RTGS.

Following are the bank accounts details:

Priva Co-op Hsg. Soc. Ltd.

State Bank of India. _____ Branch

Account No. _____

IFSC Code – _____

We once again thank for all the co-operation extended.

Regards,

For Priva Co-op Hsg. Soc. Ltd.

Hon.Secretary / Chairman / Treasurer

