

Office of the
Dated.....

No.
To
.....
.....

Two Schedules of receipts and disbursements which arose in the accounts of this office during the week ending19.... and are adjustable in your books are sent herewith, along with a Cheque/Government Draft No..... Dated: For Rs./* with the request that a Cheque/Government Draft..... for Rs..... as per details below drawn in favour of the may be sent to the undersigned by name within seven days of the receipt of this claim.

Please return the lower half of this letter duly signed, immediately, in token of acknowledgement.

	Receipts	Rs. P.
	Payments	
Net	Receipts	
	Payments	

Signature.....
Designation.....

Details of enclosures No.....
Schedule in Form A-467 (P. A. O. 7)
Supporting Vouchers
Government draft/Cheque.....
*Strike out whichever is not applicable.

Office of the

Receipt is here by acknowledged of the account received with his letter no..... Dated: along with the Cheque/Government Draft no..... Dated for Rs. And steps are being taken to send a Cheque/Govt. Draft in settlement of the accounts.

Signature.....
Designation.....

To
The.....
.....
Issue No.

Dated the