

From

Dated :

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To,  
The Director,  
**The Balussery Benefit Chit Fund Pvt. Ltd.,**  
1/24, Asaf Ali Road,  
New Delhi- 110 002

Dear Sir,

**Ref.:** \_\_\_\_\_

This is to request you to bid my above chit on my behalf upto a discount of Rs. \_\_\_\_\_ in the coming auction, as I am not able to attend the same. This letter is valid upto \_\_\_\_\_ I hereby authorize the Foreman to act as my agent in this regard.

Thanking you,  
Yours faithfully,

(Signature)