



To,

Alka India Pvt. Ltd.
908, GD-ITL Twin Tower, B-08,
Netaji Subash Place, Pitampura,
New Delhi – 110034 (India)

Subject : Request for Appointment of your “Sales Associates” in your organization

Dear Sir,

This has reference to the above captioned subject, I/We request you to kindly consider me/us for Sales Associates of your esteemed Organization’s Projects. I/we am/are submitting hereunder the details of my/our firm/company for your kind consideration:

1. Name of Firm / Company : _____

2. Owner’s / Partners Name : (a.) Mr. / Ms. _____

(b.) Mr. / Ms. _____

3. Communication Details :

Residence Address	
Office Address	
Mobile No.	
Telephone No.	
Fax	
Website	
E-Mail	

4. Employee Profile :

Management			Executive		
S.No.	Name	Education	S.No.	Name	Education

5. No. of Years in Real Estate Business : _____

6. Area of Operation (Mention State) : _____

7. Name's of other Company's I/We am/are working as authorized Sale Associates since:

a) _____

b) _____

c) _____

8. Pan No. : _____

9. Service Tax No. : _____

10. Annual Average Turnover : _____

11. My/Our Expertise : _____

Residential: _____

Commercial: _____

Farmlands: _____

Remarks/Achievements: _____

(If any, kindly define in words) _____

Looking forward the positive response and thanking you in anticipation.

Authorized Signatory

Place _____

Date _____

Enclosures: 1. My/Our Address.