

Estate Manager
Prateek-Laurel
GH-001, Sector-120
Noida

Date.....

Sub:- Request for re-issuing/returning the vehicle parking sticker

Dear Sir,

I am allottee / tenant of flat no.....and need to submit /get a new sticker, in exchange of old sticker. The details are given below.

(I) Old sticker serial number.....

(ii) Old Vehicle Registration

No.....Make.....Color.....

(iii) Reason for
exchange.....

(iv) New Vehicle Registration

No.....Make.....Color.....

(V) Name of vehicle owner.....

You are requested to issue a new sticker. The old issued sticker and photocopy of registration of new vehicle are enclosed.

Thanking you

Signature :-

Name :-

Contact no.: