

**To be printed ON THE LETTERHEAD OF Member Firm**

To,  
The Hon. Secretary,  
**CREDAI-Pune**  
Office No. T-1, 2 and 3,  
3rd Floor, Nucleus Jeejeebhoy Towers,  
Church Road, Camp, Pune-411 001

**Sub: Request for Acceptance of Cheque Issued from Sister Firm**

Dear Sir,

We would like to confirm our participation in the 24<sup>th</sup> Mega Property Exhibition, scheduled from 15<sup>th</sup> to 18<sup>th</sup> January 2026. However, we will be issuing the cheque from our sister firm, **[Name of Sister Firm]**.

Please note that the directors of CREDAI-Pune Member Firm, **[Name of CREDAI Member Firm]**, and the directors of **[Name of Sister Firm]** are the same. Enclosed with this letter are the Partnership Deed / Incorporation Certificate and GST Registration Certificate of **[Name of Sister Firm]** for your reference.

We kindly request you to accept the cheque from the sister firm and issue the invoice in the name of **[Name of Sister Firm]**.

Thank you for your cooperation.

With Regards,  
[Authorised Signatory Name]  
Registered Member Company Seal

**Enclosures:**

- PAN card of **[Name of Sister Firm]**

- GST Registration Certificate of **[Name of Sister Firm]**