

RBSL/HO/ACC-INQ_COMP/502/006(A)
 To,
 Managing Director
 Rich Business System Limited
 Zeenat Center-1, 100, East Nasirabad, Chittagong.

Head Office Only
Serial No.

**Through: Director, Finance & Accounts
 Manager, Accounts.**

Subject: Application for general inquiry complain of Accounts activities.

Dear Sir,
 I/We CID.....; DID.....; Orbit.....; Branch.....;
 have taken business center(s) for developing business under your terms & conditions. For my/our
 business activities development now I/We have some general inquiry/complain of Accounts related activities
 which are listed bellow.

So, I/We hereby requesting you to provide/note down below listed general inquiry/complain of Accounts
 related activities as soon as possible.

<u>Inquiry/complain details:</u> <i>(Supporting documents must be added along with application)</i>
<i>(Extra page can be added as per needed)</i>

**So, I/We hope that you will be take immediate step to response/note down above listed general inquiry
 /complain of Accounts related activities and oblige me/us thereby.**

Yours truly,

<u>Action summery:</u>

Name:

Mobile No:

Sign & Date:

Office Use only		
Received By	Verified By	Action Taken (Accounts)
Accounts	Accounts	

Sign with seal & date: Branch Manager