

To,  
Managing Director  
Rich Business System Limited  
Zeenat Center-1, 100, East Nasirabad  
Chittagong.

Serial No.

**Through: Director, IT  
                  Manager, IT.**

**Subject: Application for general  inquiry  complains of IT 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 IT related activities which are listed  
bellow.

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

**Inquiry/complain details:** *(Supporting documents must be added along with application)*

*(Extra page can be added as per needed)*

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

**Action summery of management:**

Yours truly,

Name:

Mobile No:

Sign & Date:

Office Use only

Received By	Verification	Action Taken (IT)
Accounts	SPO-IT	

Sign with seal & date Branch Manager