

RBSL/HO/ADMIN-INQ\_COMP/502/13(A)

To,  
Managing Director  
Rich Business System Limited  
Zeenat Center-01, 100, East Nasirabad, Chittagong.

<b>Head Office Only</b>
Serial No.

Through: **Director, Admin**  
**Sr. Manager, Admin & HR.**

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

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

<b><u>Inquiry/complain details:</u></b> <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 admin related activities and oblige me/us thereby.

<b><u>Action summery:</u></b>
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Yours truly,

Name:

Mobile No:

Sign & Date:

Office Use only		
<b>Receieved By</b>	<b>Verified By,</b>	<b>Action Taken</b>
<b>Accounts</b>		

<b>Sign with seal &amp; date : Branch Manager</b>
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