

RBSL/HO/IT-BLL_ORBT/502/01(A)
To,
Managing Director
Rich Business System Limited
Zeenat Center-1, 100, East Nasirabad
Chittagong.

Head Office Only
Serial No.

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

Subject: Regarding Bill and Orbit problem solution.

Dear Sir,

I am the branch manager of branch and performing the business under your terms & conditions. Some clients notify me that they are not getting actual commissions and orbit status in various statements. Problem CID's and their details are listed below. So, I hereby requesting you to solve problems as soon as possible.

SL	CID	Statement	Problem Details
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			

So, I therefore hope that you will take immediate step to solve above mentioned problem(s) and oblige me thereby.

Solution by management:

Yours truly,
Sign with seal & date (Branch Manager)

Office Use only

Received By (Accounts)	Verified By (SPO-IT)	Approved By