

**TRANSFEROR'S LETTER TO BEST/BSES**

From,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Transferor)

To,

The General Manager

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Transferee)

Dear Sir,

Re : Meter No. \_\_\_\_\_ Bill No. \_\_\_\_\_ Cycle No \_\_\_\_\_

Installation No. \_\_\_\_\_ standing in my name \_\_\_\_\_ at  
Flat No. \_\_\_\_\_ on \_\_\_\_\_ floor \_\_\_\_\_ Co-op. Housing Society  
Ltd.

Sub: Transfer of the above meter in favour of the purchasers herein under specified.

With reference to the above subject I have to state that Flat No. \_\_\_\_\_ on the  
\_\_\_\_\_ floor of the building known as \_\_\_\_\_ of the \_\_\_\_\_ Co-  
op.Hsg.Soc.Ltd., situated at \_\_\_\_\_, has been transferred by me to  
Shri/Smt \_\_\_\_\_ vide agreement dated \_\_\_\_\_.

Since the above mentioned flat has been transferred in favour of the above purchasers I  
request you to kindly transfer the above meter in favour of the purchasers.

Thanking you,

Yours faithfully

(Shri/Smt \_\_\_\_\_)

Transferor