Application for Secured Advance

Ref. No. Date:

To

The Director

NAME OF EMPLOYER

Address line 1

Address line 2

Sub. : Application for Secured Advance against inventories procured at site

Ref. : Contract dated \_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ work

Project : Project name & nature at Project address

location , City – Pin no.

Dear Sir ,

We apply for a Secured Advance of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/-

Enclosed find list of inventories procured at site and pledged for the advance.

Please deposit the amount in the following Bank Account

A/C No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Branch : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IFSC Code : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I / We confirm that the said amount will be fully & equally adjusted from next two R/A bills.

Yours sincerely

Encl. : As mentioned

LIST OF INVENTORIES PROCURED AT SITE & PLEDGED FOR ADVANCE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl | Description | Unit | Value  per unit  ( Rs. ) | Quantity | Amount  ( Rs. ) |
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