

Date. _____

To,

The Dy. General Manager (HR/Admn)-I
National Highways Authority of India
G-5 & 6, Sector . 10,
Dwarka, New Delhi

Subject: Issue of Parking Sticker for Car/Scooter/Motor Cycle.

Sir/Madam,

I am coming to the NHAI HQ office by Car / Scooter / Motor Cycle No. _____, therefore, for the parking of my vehicle in the office premises; the parking sticker may be issued.

2. I am enclosing herewith copy of Registration Certificate of the Vehicle & Old Parking Sticker.

3. In case of transfer / leaving the organization, I will return the parking sticker to the Admn Division.

Yours faithfully,

(Signature)

Name: _____

Designation: _____

Mobile No.: _____

Encl: (i) Copy of Registration Certificate
(ii) Old Parking Sticker

- In case the vehicle is hired from Travel Agency, a copy of the request of the Agency may also be enclosed.