Date :-

To,

The Joint Director General of Foreign Trade  
Central Licensing Area, A wing,    
I.P. Bhavan, I.P. Estate, New Delhi - 110002

**Subject :- Application for Issuance of Import Export Code Number**

Dear Sir,

With reference to the subject matter we enclosed herewith application for issuance of IEC Certificate.

To consider our request we enclosed herewith following documents

1. Application form
2. DD of Rs. 250/- towards application fees
3. Bankers Certificate as per the format
4. Copy of PAN Card

With the above submission we request you to issue the Import Export Code Number.

Thanking You.

Yours Faithfully,

FOR

Name :-

Designation :- Director