

OFFER LETTER

From:

Name		
S/O, W/O, C/O		
Address 1		
Address 2/POST		
Land Mark		
PS		
District		Mobile No:
PIN Code		E-Mail ID:

To

The Senior Manager,
Canara Bank,
Premises and Estate Section,
Circle Office, Manipal

Dear Sir,

SUB: OFFER TO GIVE ON LEASE THE PREMISES FOR YOUR BRANCH/OFFICE

I/we offer to you to give you on lease the premises described here below for your **MANDREM** Branch:

A	Full address of the Premises		
B	Distance from the main road/cross road		
C	Whether there is direct access: to the premises from the main road		
D	Floor	1) Ground Floor	Sft Carpet Area
	Area	2) First Floor	Sft Carpet Area
E	Year of Construction		
F	Whether constructed with approved plan?		
	Whether Occupancy certificate obtained?		
	Whether converted to commercial?		
G	If yet to be constructed, whether the plan is approved? (enclose copy)		
	Cost of Construction		Rs
	Time required for completing		
H	If the Building is old, then does it require		
	i) Repair & renovation?		
	ii) Cost of Repair & renovation		Rs
I	Approximate value of Property		Rs.
J	BOUNDARIES	East:	North:
		West:	South:

Signature of the offeror