**(To be Printed on Letterhead)**

**To**

**Ultra Tech Laboratories Pvt Ltd**

**Kumhari**

**Dist. Durg (Chhattisgarh)**

**Dear Sirs**

**Subject: Request to update Contact & Communication Details (KYC)**

**Ref: Inst. ID Number –**

**Please update your records to update our Contact & Communication Details (KYC) as under –**

1. **Name –**

**Designation –**

**Mobile Number –**

**Email address –**

1. **Name –**

**Designation –**

**Mobile Number –**

**Email address -**

1. **Name –**

**Designation –**

**Mobile Number –**

**Email address -**

1. **Name –**

**Designation –**

**Mobile Number –**

**Email address -**

**Please remove all the earlier registered details.**

**Thanking you**

**For (Name of the Institution)**

**(Signature & Seal/Stamp)**

**Name –**

**Date -**