Date XXXXXXXX

To,

Director,

Technology Development Fund,

Room No. 325, A-Wing DRDO Bhawan, Rajaji Marg, New Delhi-110011

Ref: Project Name - ………………………..

Govt. Sanction letter Number - ………………………………………

Sub: Release of funds for Milestone 1

Dear Madam,

We have completed Milestone 1 of the above referenced project as per the agreement and kindly request you to release DRDO share of INR…………….(In words) of the payment for Milestone 1. We have submitted all the required documents.

Regards,

Authorised Signatory Name and Company’s stamp