

NAME:-

Address:

Date: _____

To
Chairman/Secretary
Bellevue Association
Village Lapkaman, Tal: Daskroi,
Dist Ahmedabad

Sir,

**Reg: Sale deed of Plot Number _____ (share certificate Number ____)
Change in membership**

We, undersigned hereby state that we were owners of sub-plot number _____ (non agricultural land admeasuring _____ Square Yards) and member of the association, holding share certificate number _____ dated _____ of Rs ____/- (Rupees _____). This is to bring to your notice that said plot of land is sold to _____, resident of _____ vide registered sale deed. Copy of the sale deed is enclosed for your record and reference. No objection / No Dues Certificate was obtained from the association on _____. The measurement written in the sale deed tallies with the measurement of the allotment letter. There is no charge of any bank / any institution on the above property.

In view of the sale deed we wish to resign from the membership of the association and hereby request you to accept buyer of the said plot _____ as the member of the association.

We further request you to transfer the share certificate in name of _____ and hand over the certificate to him after making appropriate entries in the register of members and noting on certificate. Original share certificate number _____ is enclosed for action at your end. The proposed incoming member if admitted has given an undertaking to abide by law, bylaws, rules & regulation of the association.

We are pleased to enclose our cheque number _____ drawn on _____ bank dated _____ for Rs. _____ payable to Bellevue Association as our contribution towards transfer of our membership and plot mentioned above.

Expecting your co-operation in the matter. Kindly acknowledge the receipt of this communication for our records.

Thanking you,

Encl:

Certified True copy of sale deed with registration receipt
Original Share Certificate Number _____