

To,
Mr. V. Ramkoti Reddy,
Flat No. 404, Sai Apartment,
Hanumanpeta, Miryalaguda,
Nalgonda District - 508207

Date : 07-01-2020

Sub.: Payment of balance due and possession of your villa.

Ref.: Booking for villa no. 37 in 'AVR Gulmohar Homes' situated at Sy. No. 786, Miryalaguda Village,
Miryalaguda Mandal, Nalgonda District, Telangana.

Dear Sir /Madam,

As you are aware majority of the work of your villa no. 37 at 'AVR Gulmohar Homes' is completed. We expect to handover possession of fully completed villa by 1st February 2020.

It is difficult for us to maintain the villa in a brand new condition for weeks or months and therefore minor works like final coat of paint, polish, installing CP and sanitary ware, etc., have not been completed.

You are requested to come forward and clear all your dues (an account statement is enclosed). We shall handover possession of your villa completed in all respects within 2 weeks of clearing all dues. You shall be required to give 6 post dated cheques towards maintenance charges and sign documents for possession of your flat/villa. Upon completing these formalities we shall issue a post dated (by 2 weeks) letter of possession to enable our engineers to complete your villa in all respects.

You are further requested to visit your villa and give a written list of works to be completed or complaints, if any. The same shall be attended to and completed within the 2 weeks. Our engineers have been advised to complete the minor works only after receipt of a post dated letter of possession.

You may contact Mr. K. Krishna Prasad, Sr. Manager - Customer Relations (+91-9989699536) or Mr. Ch. Venkatramana Reddy, Asst-Manager - Customer Relations (+91-9393381666) or at our Head office (Phone no. +91-40-66335551 or by e-mail: cr@modiproperties.com) for details regarding your dues and for completing the above formalities.

You may contact Mr. Zakhir Hussain, Project Manager (+91- 97480 10271) or Mr. Ahmad, Engineer (+91-87129 20201) or our site e-mail: (agh@modiproperties.com) regarding completion of work and complaints

Thank You,
Yours sincerely


Soham Modi
Managing Partner.

Enclosed: Your Account Statement.

