

**ENNORE PORT LIMITED**

**Format of letter intimating transfer of an application**

Date:

From  
*The Public Information Officer*  
Ennore Port Limited  
No: 23, First Floor, PT Lee CN Maaligai,  
Rajaji Salai, Chennai - 600 001

To

(Name & Address of the applicant)

Sir,

Sub: **Application Reference Number** \_\_\_\_\_.

Please refer to your application dated \_\_\_\_\_ addressed to the undersigned requesting to provide information on \_\_\_\_\_. The above information is held by another public authority. Hence, your application is being forwarded to \_\_\_\_\_ (name and address of the public authority to whom the application is being transferred).

2. The inconvenience caused is regretted.

Yours faithfully,

(Name & Signature of PIO)

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Copy, together with the application referred to above, in original, forwarded to:

(name and address of the public authority to whom the application is being transferred).

Encl: As above