

**Format of letter seeking payment of additional fee**

From:

(Designation & Address of the  
Central Public Information Officer)

Date:

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 being readied to be supplied to you. The additional fee for supplying this information to you amounts to Rs. \_\_\_\_\_ as detailed hereunder:

2. You are requested to pay the fee at this office by Demand Draft **or** Pay Order at the earliest. Alternatively, the additional fee may be paid by cash to the Cash Office of the Accounts Department in the ground floor of Port House, Ballard Estate.
3. You are advised to make the payment on or before \_\_\_\_\_\*. If you wish to review the decision as to the amount of fees charged, you may make an appeal to the Dy. Chairman, Mumbai Port Trust, within 15 days of issue of this communication.
4. Kindly quote the Application Reference No. mentioned above in all the future correspondence, etc.

Yours faithfully,

(Name & Signature of CPIO)

\* 15 days of issue of the letter.