**FORMAT-FL**

**FORWARDING LETTER TO THE HEAD OF SLDC REQUESTING FTEI PERMISSION**

**( to be submitted in the letter head of requesting entity)**

To,

The Chief General Manager,

SLDC AEGCL,

Kahilipara, Guwahati-781019

**SUBJECT :** Regarding for FTEI approval of the following elements

1. ……………………

2. ……………………

3……………………..

under …………………………………..scheme.

**Sir,**

With reference to the subject cited above, I have the honor to inform you that the following elements

1. ……………………

2. …………………………

3…………………………..

under …………………………….. scheme is ready for test / first time energisation and grid integration.

All necessary arrangements have been made for charging of the aforesaid element(s).

In this regard, FTEI documents are submitted to you for your kind perusal.

Furthermore, as part of this project, the following existing bay elements have been replaced/ upgraded: *(remove if not applicable*)

1…………………………..

2…………………………

This is for favor of your kind information and to accord necessary approval for FTEI

**Signature of Authorized Representative**

**(not below the rank of Assistant General Manager or equivalent)**