

**CENTRE FOR BIOTECHNOLOGY**  
**ANNA UNIVERSITY, CHENNAI 600 025**

Date:

From

To

The Director  
Centre for Biotechnology  
Anna University  
Chennai 600 025

Sir,

**Sub: Requisition for advance**

\*\*\*\*\*

I request you to kindly grant me a sum of Rs. \_\_\_\_\_  
(Rupees ..... ) as advance for the purpose of and project as  
given below:

**Head of Account** :

**Sub Head** :

**Purpose** :

I have no other pending advance to be settled. I assure to settle the advance  
within one month.

Thanking you,

Yours faithfully

**CENTRE FOR FOOD TECHNOLOGY**  
**ANNA UNIVERSITY, CHENNAI 600 025**

Date:

From

To

The Director  
Centre for Food Technology  
Anna University  
Chennai 600 025

Sir,

**Sub: Requisition for advance**

\*\*\*\*\*

I request you to kindly grant me a sum of Rs. \_\_\_\_\_  
(Rupees ..... ) as advance for the purpose of and project as  
given below:

**Head of Account** :

**Sub Head** :

**Purpose** :

I have no other pending advance to be settled. I assure to settle the advance  
within one month.

Thanking you,

Yours faithfully