Official Letter Dispatch Register Sheet

S.N.	Dispatch Date	Letter No	Reference/Subject	Sent To Name	Adress	Mode of Dispatch	Department	Prepared By	Remarks
1	01-08-2025	005/HR/25	Appointment Letter	Pramod Kumar	New shiv nagar, gwalior	Courier	HR	Anil Kumar	Urgent
2	02-08-2025	005/IT/25	Project Report	Nitish verma	New vihar colony delhi	Email	IT	Anjali sharma	-
3	03-08-2025	007/AC/25	Salary slip	Pooja mittal	New center park mumbai	Post	Accountants	Ajay Kumar	Hold
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