# (On Customer Letter Head)

Date:

To,

Citi Bank N.A. Mumbai Branch Attn. FTU FIRC Team

Sub: Issuance of FIRC Advices for Inward Remittances received through Paypal.

Dear Sir / Madam,

We request you to kindly issue FIRC Advices for the transactions credited to our A/c. No …………… with ………. Bank, details appended herewith. We have also attached an excel sheet along with the Email request, also marked to our bank officials (RM or Trade Desk or branch email id)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.N. | Credit Details (UTR/DD NO) | Transaction Date | Beneficiary Account No | Beneficiary Name |
|  |  |  |  |  |

A NEFT transfer with reference as FIRC advice charges for INR ………. has been initiated vide UTR number for credit to Paypal Charges Citibank Transit account (Account No 8429847, IFSC CODE – CITI0100000, Branch – Mumbai). We understand that In case of non-receipt of the NEFT charges and the mail request, the request will be auto rejected within 7 days. We request you to dispatch the FIRC advice copy in original to the below given address of our bank.

# The beneficiary Bank Details are as under:

Attention: Department

Beneficiary Bank Address: …………………………………..

We request you to kindly have the FIRC Advises issued and do the needful. Thank you.

Yours Faithfully,

# Authorized Signatory with company stamp.

**\*\*\* Important Notes**:

1. The letter format has to be filled in complete and there should not be any change in format.
2. The said request letter is required to be sent as an attachment from the email id of the final beneficiary of the export proceeds (Company domain in case the beneficiary is an enterprise, individual ID in case of an non-enterprise). The beneficiary bank’s domain email id is also required to be copied while sending an email request to the Citibank FIRC team’s email drop.