From,

Rent Payment Agreement Letter

Mr. Rakesh Singh

21/1, 5 Pen Road, Alipore Kolkata-07

Date: July 18th, 2020 To,

Mr. Suresh Rao

9/7 Sulekha, Jadavpur Kolkata-23

Subject: Rent agreement Dear Mr. Suresh,

As a part of the formalities between a landlord and tenant, an agreement has to be made between both of us.

I would like to inform you that this agreement is ready and request you to come and sign it as soon as possible.

Yours sincerely, Rakesh Singh