

# Rent Payment Agreement Letter

From,  
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

