**ACKNOWLEDGMENT BY AN AGENT**

To,

 ……………..

 Dear Sir,

 Your letter dated…………………demanding a sum of Rs……………./-.(Rupees in numeric & words……………….)has been received by Shri/Mr. …………………….….as Shri /Mr. is facing financial crisis due to circumstances beyond his control, he will not be able to pay the said sum to you by

……………….., as demanded by you. However, Shri/Mr. ……………………will try to pay some amount to you shortly. I am confident that you will bear with Shri /Mr........................

 Yours faithfully,

 Sd/ . …………………….

Date…………… For and on behalf of Shri /Mr………………………