

Official Company Letterhead

To,

CEO, MyGov

3rd Floor, Electronics Niketan

6 CGO Complex, Lodhi

Road New Delhi – 110003

Dear Sir,

This is to inform you that **<Company Name>** has designated **<Mr. / Ms. _____>** as the Nodal Officer on our behalf.

<Mr. / Ms. _____> will register on self4society.mygov.in and create Initiatives for our employees, using the following contact details:

Email ID: __*<official email ID>*__

Mobile: __*<official mobile>*__

Yours Sincerely,

<Name, Designation, Signature of Company representative>