

# Correspondence Record Sheet

Corresponding Date	Customer / Supplier / Others	Contact Person / Designation	Mobile No/ Phone	E-mail	Connected through	Subject of Corresponding?	Details of Corresponding	Status ?	Next Corrroning Scheduled? Date plz	Remarks

<b>Corrosponding Handling By &amp; Signature</b>	<b>Guideline / Monitoring By &amp; Signature</b>