To Date:

The Director,

Sub Regional Office,

\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sub: Request to Delete Wrong ESIC Challan for the month of \_\_\_\_\_\_\_\_\_, Challan No.\_\_\_\_\_\_\_

Ref: ESI Code Number:\_\_\_\_\_\_\_\_\_

Dear Sir/Madam,

As per the above cited subject we the \_\_\_\_\_\_\_\_\_\_\_ have generated wrong ESIC challan for the month of \_\_\_\_\_\_\_\_ and the challan number is \_\_\_\_\_\_\_\_\_. We couldn’t find any option to delete the wrongly generated ESIC challan in online.

Here we are requesting you to kindly delete the wrong ESIC challan generated by us so that we can generate new challan.

Thanking you.

For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

The Authorized Signatory.