

From:-

Date:-

To,
The Civil Registrar/Sarpanch/Municipal Council,
_____ Taluka,
_____ - Goa.

Sub:- Issue of Birth Certificate.

Respected Sir/Madam,

Kindly issue me Birth Certificate of Shri./Smt./Kum.,
Date of Birth, Place of Birth, Registered
on dated, Registration No. in your office.

Kindly do the needful as early as possible.

Thanking you,

Yours faithfully

(_____)