

From:

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.....

Date:-

To,  
The Civil Registrar,  
\_\_\_\_\_ Taluka,  
\_\_\_\_\_, Goa.

**Sub:- Issue of Marriage Certificate.**

Sir,

Kindly issue me Marriage Certificate of Shri .....  
..... & Smt. ....,  
registered in your office bearing Registration No. ....,  
Date of Registration .....

Please do the needful as earliest.

Thanking you.

Yours faithfully,

(.....)

From:

.....  
.....  
.....

Date:-

To,  
The Civil Registrar,  
\_\_\_\_\_ Taluka,  
\_\_\_\_\_ - Goa.

**Sub:- Endorsement of change of name in the Marriage Register.**

Sir,

We got married civilly in your office on .....,  
under Reg. no. ....

As per Hindu Religious rites the bride has changed her name  
from ..... to  
.....

We therefore request you to kindly incorporate the necessary  
endorsement in our marriage registration No. ....  
dated ..... of your office.

Thanking you.

Yours faithfully,

.....  
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From:

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.....  
.....

Date:-

To,  
The Civil Registrar,  
\_\_\_\_\_ Taluka,  
\_\_\_\_\_ - Goa.

**Sub:- Endorsement in change of name in the Marriage Register.**

Sir,

I got married to Shri. ....  
as per your marriage register No. ...., year .....

As per Hindu Religious rites my wife name was changed from  
..... to  
..... my husband expired on  
.....

I have to request you to please the change of name of myself in the  
aforesaid marriage register No. .... dated .....  
of your office.

(Death Certificate attached).

Thanking you in anticipation,

Yours faithfully,

(.....)