

From:- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated:-     /     /2016

To,  
The Sub Registrar,  
Quepem  
Quepem-Goa.

Sub:- Request to issue Birth/Death Certificates.

Sir,

Kindly issue me a copy of Birth/Death Certificates. A detail of birth/death certificates is as under:-

1. Name :-
2. Date of Birth/Death :-
3. Place of Birth/Death :-
4. Name of mother / father :-
5. Number of copies :-

Yours faithfully,