

From:

Dated: - / /20 .

To,
The Chief Officer
Margao Municipal Council,
Margao – Goa.

Sub: - Issue of Non-Availability Certificate.

Sir,

I kindly request you to issue me Non-Availability Certificate of my son/daughter/wife/father/mother/husband/grandfather/grandmother birth/death born/died on _____ at _____ , as I require it to produce before the concerned authority.

Thanking you.

Yours faithfully,

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