

To

The Registrar of Birth & Deaths &  
Executive Officer, Gunupur Municipality,  
Dist – Rayagada.

Sub: - Pray for issue of non – availability of birth certificate of

.....

Respected sir,

With due respect I, .....  
S/O, D/O ..... resident of  
..... beg to state the following few lines for your  
kind consideration and favorable action.

That, my marriage was solemnized with .....  
in.....& out of such conjugal bless a son/daughter  
namely.....born on.....at our  
residence,..... But, due oversight and also due to ignorance of  
law, I had failed to register the name of my son/daughter.....  
.....in your good office. Now I required the Birth Certificate of my  
son/daughter for future reference/further studies.

Therefore, I request your good self to issue the non-availability certificate in  
favor of my son/daughter, for filing petition before the Executive Magistrate-cum-  
Deputy Collector, Gunupur to obtain permission for issue of Birth Certificate of my  
son/daughter.....

Gunupur.

Date :

Yours faithfully,