

To

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

Sub :- Pray for issue of non – availability of death 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 father/mother namely..... died
on..... at our residence,..... But, due oversight
and also due to ignorance of law, I had failed to register the name of my
father/mother..... in your good office. Now I required the
death Certificate of my father/mother for future reference.

Therefore, I request your good self to issue the non-availability certificate in
favor of my father/mother , for filing petition before the Executive Magistrate-cum-
Deputy Collector, Gunupur to obtain permission for issue of DeathCertificate of my
father/mother

Gunupur.
Date :

Yours faithfully,