

From;-.....  
.....

Date;-

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

**Sub;- Correction of Name.**

Sir,

The event of birth/death of my daughter/Son/ myself who was born on.....  
was registered in your Municipality vide Registration No. ....dated;-  
.....however while registering the same, his/her name was wrongly recorded as  
.....instead of.....  
.....Sex.....instead of.....The name of the father  
wrongly recorded as .....instead  
of.....  
The name of the mother wrongly recorded as .....  
instead of.....

The name of the grand parents were also to be corrected as follows;-

Name of the Grand father.....

Name of the Grand mother ;-.....

Permanent address is wrongly recorded as.....

Instead of.....

Address at time of Birth is wrongly recorded as.....

Instead of.....

I am enclosing herewith Xerox copy of

1. Birth certificate of mother.
2. Birth certificate of father.
3. Marriage certificate.
4. Affidavit.
5. Ration card Xerox.
6. Educational Certificate.
7. Other documents.
8. Marriage tear.

Yours faithfully,  
(\_\_\_\_\_)