

From: _____

_____.

Date: _____

Contact: _____

To,
The Sarpanch & Secretary,
Village Panchayat Pomburpa-Olaulim,
Bardez Goa.

Sub: Request for Inclusion of House Number

Sir/ Madam,

With reference to the above cited subject. I kindly request you to include my house number bearing _____ situated at _____ Pomburpa-Olaulim, Bardez Goa in Ward No. __, on the House tax records.

I am enclosing herewith the relevant documents which are required for the above process of inclusion of House Number.

Kindly do the needful,

Thanking you,

Yours faithfully,

(_____)

Enclosure:

1. House tax receipt copy
2. Aadhar card & Election Card
3. Affidavit cum undertaking from applicant to include House Number
4. Self-Attest all the above documents
5. Electricity Bill/ Water Bill /Ration card Copy (in which the House number is reflecting/ proper address with House number)