

03.03.2007

The Home Secretary

State name.

Subject: Attestation of birth certificates.

Dear Sir,

I am John Doe, a permanent resident of village/ town xxx, District – xxx (state). I am a Ph.D. from IIT Kharagpur and I have been offered a position in xxx organization in COUNTRY. Therefore, I am applying for a visa with work permit for me, my wife and our daughter/son. For this purpose I need an attestation (countersignature) of birth certificates from xx State home ministry.

I request you to kindly attest the birth certificate of me / me and my wife.

Thanking you.

Sincerely yours

Dr. xxx

(xxxx)

Village and P. O. – xxx

Dist. – xxx (xxx.)

Pin xxxxxx