

WARD LETTER HEAD AND STAMP

Subject: Document Verification Letter

To Whom It May Concern

We, (Your Ward Office Name) have issued various documents (*Relationship Certificate, Verification of Address, Verification of Annual Income, Tax Clearance Certificate and Birth Certificate*) for **Applicant (Your Name)** and **his/her family**, permanent resident of (Your Address) for abroad studies on the basis of their true and legal documents. We don't have our official landline number. So, if you have any enquiry about above mentioned documents, please feel free to contact us as mentioned below:

Name : (Ward Chairperson Name)
Designation : Ward Chairman
Contact No. : (Contact Number of your Ward Chairman)

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(Your Ward Chairperson Name)
Ward Chairperson

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