

From : _____

Date: _____

To
The Deputy / Additional Secretary (Personnel),
Dadra and Nagar Haveli,
Silvassa.

Subject: Issue of I-Card regarding...

Respected Sir,

**With reference to the subject cited above, I request you to kindly issue me /
renew my I-Card. My particulars are as under:**

- 1. Name : _____**
- 2. Designation : _____**
- 3. Name of Office : _____**
- 4. Residential Address : _____**

- 5. Tel : (M) _____ (O) _____**
- 6. Blood Group : _____**
- 7. Date of Birth : _____**
- 8. Identification Mark : _____**

Thanking You,

Yours faithfully

(_____)

Encl: 01 passport size photo.
01 stamp size photo.
Old I-Card, if any.