

CONTACT NO. \_\_\_\_\_

**From:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE:

To,  
The Sarpanch,  
V.P. Usgao Ganjem,  
Ponda, Goa

**Sub: Request to issue Heirship Certificate.**

Madam/Sir,

I the undersigned, Shri/Smt/Miss. \_\_\_\_\_  
\_\_\_\_\_ R/o the above address  
would kindly request you to please issue Heirship Certificate required by me to produce  
to \_\_\_\_\_ for the purpose of  
\_\_\_\_\_.

Further I would like to inform you that my \_\_\_\_\_ (Mention  
the relationship with the deceased) has expired on \_\_\_\_\_ at  
\_\_\_\_\_. I along with \_\_\_\_\_ nos family members are legally  
heirs after the death of Shri/Smt. \_\_\_\_\_.

The details of the heirs are given below:-

Sr. No.	Name	Relationship with the deceased	Age

Kindly do the needful, I oblige.

Thanking You,

Your's Faithfully,

\_\_\_\_\_  
Name & Signature

**Panchayat Member Report.**

Verified and confirmed that the heirs mentioned by the applicant are correct and the request for issuing the Heirship Certificate may be granted on basis of verification from the concerned ward member.

\_\_\_\_\_  
Ward Member Name & Signature