

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

**From:**

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

DATE:

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

**Sub: Request to issue House Tax Certificate.**

Madam/Sir,

I the undersigned, Shri/Smt/Miss. \_\_\_\_\_  
\_\_\_\_\_ R/o the above address  
would kindly request you to please issue House Tax Certificate.

Further I would like to inform you that I require House Tax Certificate for H. No. \_\_\_\_\_  
\_\_\_\_\_ at Ward \_\_\_\_\_ which is registered  
in the name of \_\_\_\_\_ as per the  
Panchayat Tax Records.

**(Strike the para below if information not required)**

Kindly inform from which year the H. No. \_\_\_\_\_ exists in the Panchayat tax  
records and if the transfer of name has happened and whether the house tax is paid till  
date. Also mention if the house number is re-assessed in your records.

**(Strike the para below if information not required)**

Further I would like to inform you that in the Electricity / Water Bill issued for the  
said H. No. \_\_\_\_\_ the details are wrongly mentioned and the same needs to be  
corrected. The details of the bill are given below:-

Consumer No. \_\_\_\_\_ Meter No. \_\_\_\_\_

Installation No. \_\_\_\_\_ Installation Year \_\_\_\_\_

Kindly issue me the said House Tax Certificate required by me to produce to  
(Mention Dept.) \_\_\_\_\_ for  
the Purpose of \_\_\_\_\_.

Kindly do the needful, I oblige.

Thanking You,

Your's Faithfully,

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

N.B.

Attach House Tax receipts, Photo Id Proof and Documentary Evidence of Bills.