

*To,
The Sub-Divisional Officer,
Darjeeling Sadar.*

Subject: Issue of Gorkha Certificate

Dear Sir / Madam,

I request you to kindly issue me a Gorkha Certificate for joining the Indian Armed Forces (If any other reason, do specify it). The following photocopies of documents are enclosed for your reference:

(List all your attached documents).

*Thanking you,
Yours faithfully,
Your Name / Signature
Full Address:*

Dated:.....