

To

The Vice Chairman

Bankura Municipality

Bankura - 722101

Subject: Application for Digitisation of Birth Certificate for Rashtriya Military School (RMS) Admission

Respected Sir,

I, Kavita Kundu, respectfully submit this application requesting the digitisation of my daughter's birth certificate.

My daughter, Asmita Kundu, was born and her birth was duly registered under your esteemed municipality. At present, her birth certificate is available only in physical/manual form. However, a digitised birth certificate is mandatory for admission to Rashtriya Military School (RMS), and the absence of a digital record is causing difficulty in completing the admission process.

I therefore humbly request you to kindly arrange for the digitisation of my daughter's birth certificate at the earliest or guide me regarding the necessary procedure to obtain the same.

I am ready to submit all required documents and complete any formalities as per the rules of the municipality.

I shall be highly obliged for your kind cooperation and timely assistance.

Thanking you.

Yours faithfully,