

To,
The Block Development Officer
[Block Name]

Date: _____

Subject: Application for issuance of Income certificate for Applying Scholarship AY (Year)

Respected sir,

I, _____, residing at _____ Village West Jaintia hills district, humbly request you to issue an income certificate for my Family Annual Income. The purpose of the Income Certificate is for applying Post- Matric Scholarship AY Year and this certificate is required as a document for the Application process and requires to submit a valid income certificate as proof of my financial status.

Students Name:-

1. _____

2. _____

3. _____

I have attached the following documents:

*Proof of address

*Adhaar Card/PAN Card/Epic

* Income Proof from the Headman

I kindly request you to consider my application favourably and issue the Income certificate at your earliest convenience.

Thank you for your time and consideration.

Sincerely

(Applicant Signature)

Phone no.