

To,  
The District Housing Officer,  
Jaintia Hills District, Jowai.

Subject: Prayer for issue of Non-receipt of Housing Loan Certificate.

Sir,

With reference to the subject cited above, I have the honour to request you to kindly issue me a Non-receipt of Housing Loan Certificate from your Department.

My particulars are as follows:

- 1) Name of Applicant(s) in full  
(In Block letters): \_\_\_\_\_
- 2) Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3) Present Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4) Applicant's Wife/ Husband name: \_\_\_\_\_
- 5) Occupation: \_\_\_\_\_  
If in service Designation and Office Name: \_\_\_\_\_
- 6) Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 7) Temporary Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 8) Purpose: \_\_\_\_\_

Yours Faithfully,

Dated: \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature