**{SOCIETY\_NAME}**

REGN. NO: {SOCIETY\_REGISTRATION\_NUMBER}  
{ADDRESS LINE 1}  
{ADDRESS LINE 2}

Date:{LETTER\_DATE}

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that {APPLIER\_NAME}, {RELATION\_WITH\_OWNER} of {OWNER\_NAME}, who is a bonafide member of our society and staying at {OWNER\_ADDRESS}, since {SINCE\_STAYING\_DATE}

This certificate is issued to {HIM\_HER} on {HIS\_HER} request to enable {HIM\_HER} to apply for the passport from Regional Passport Office, {SOCIETY\_CITY}.

For {SOCIETY\_NAME}  
  
  
  
Hon. Secretary