

From

<Your Name>

<Your Address>

<Date>

To,

The Shipping Master

Govt. Shipping Office

<Shipping Master Office Address>

Subject: Request for Place of Birth endorsement in CDC. **<CDC Number>** Indos No. **<INDOS Number>**

Sir,

This is to inform you that the above mentioned CDC issued by your office on **<Date of Issue>** is required the following correction in my Place of Birth as per passport.

My Place of Birth to be corrected from "Nil"

To : <Your Place Of Birth as per Passport>

The above mentioned Place of birth is clearly mentioned in my Passport, a copy of which is enclosed herewith for your reference.

I, therefore request your good office to looking into the matter and add Place of Birth in my CDC Booklet. I hope you will do the needful in this matter, any inconvenience caused is regretted.

Thank you

Yours faithfully,

Name & Signature

Documents Enclosed herewith.

1. Original CDC
2. Photo Copy of Passport
3. Photo Copy of INDOS Certificate