



<Date>

To,

<Sender Name>

<Sender Designation>

<Department Name>

<Unit Name>

<Sender Address>

Respected Sir/Madam,

I would request you to kindly grant me a Certificate of Relief from Disabilities as I am looking for a house to rent soon. I would also like to bring this to your notice that I served a sentence from <Start Date> to <End Date> for having committed a felony <felony description>.

The issuing court of my sentence was _____. However, I have completed my sentence now and have also been released from the <Correctional Facility Name> at <Correctional Facility Address>.

I am looking forward to a quick revert from you on this.

Thanking You,

<Applicant Signature>

<Applicant Name>

<Applicant Contact Number>