

<Date>

To,

<Sender Name>

<Sender Designation>

<Department Name>

<Unit Name>

<Sender Address>

Dear Sir/Madam

This is to bring to your notice that I have been released from the correctional facility <Correctional Facility Name> at <Correctional Facility Address>. I have been also discharged from the supervision and not under parole anymore.

As I would like to apply for jobs and start my life afresh, I would request you to kindly grant me a Certificate of Relief from Disabilities at the earliest.

Here are the details of the charges and the sentence below:

Date of Release	Location and court	Charge	Sentence	Sentence Period
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I would be highly obliged if you can grant my request and issue the certificate. You may contact me at my contact number <Tel Number> or <Email ID>.

Yours sincerely,

<Signature of Applicant>

<Name of Applicant>

<Contact Number>

<Date>