

**FORMAT OF THE LETTER REGARDING THE SUBMISSION OF ORIGINAL BIRTH
CERTIFICATE AT THE TIME OF ADMISSION**

(Kindly note, the letter must be handwritten and signed by both parents.)

Date:

To,
The Principal,
Don Bosco Senior Secondary School,
Nerul, Navi Mumbai – 400 706

Subject: Submission of original birth certificate

Respected Father,

My child _____ has been admitted to
Class _____ in the academic year 20 ____ - 20 ____.

I am hereby submitting the **original birth certificate of my child.**

I am aware and understand that the **original birth certificate of my child** submitted at the time of admission will be kept with the school and will not be returned at any point of time after the child is promoted to Class I. I hereby assure that I will not make any request or demand to return back the original birth certificate.

Thanking you,

Yours sincerely,

Father's Name and Signature

Mother's Name and Signature