

ANNEXURE 'N'

Letter from the Government / PSU/ Statutory body employees giving prior
intimation to his/her Administrative Deptt/Office for submission of
Passport application

Place:.....

Date:.....

[To be addressed to the Controlling / Administrative Authority with full postal
address]

To,

.....

.....

Tel:.....

Fax:.....

Email:.....

Subject: Prior intimation for submission of Passport application

Sir/Madam,

I hereby give prior intimation that I am applying for an ordinary Passport
to Regional Passport Office

2. This is for your kind information and record.

Yours faithfully,

Signature: (.....)

Name:.....

Date of Birth:.....

Designation:.....

Name of Office where working:.....

Address of Present Office:.....

Residential Address:.....