

APPLICATION FOR ISSUING OF FIRE ATTENDANCE/FIRE REPORT CERTIFICATE.

To

The Superintendent of Police
Meghalaya Fire & Emergency Services
HQ: Nongthymmai, Shillong 793014

Sub: APPLICATION FOR FIRE ATTENDANCE/FIRE REPORT CERTIFICATE.

Sir/Madam,

With due respect and humble submission, I have the honour to inform you that on _____ (date) at around _____ (time) a fire broke out in the _____ (specify Shop/Residential house etc) located at _____ (full address of the premises/building/house) which was attended by the Fire Fighting Team of your esteemed Organization and extinguished the fire. However, the household properties/belongings (specify in details) has been involved in fire.

In this connection it is requested that necessary action may kindly be initiated from you end for issuing of Fire Report/Fire Attendance Certificate at an early date so as to enable me to claim /request for compensation/help from the Government/Insurance Company etc.

Enclosed:

(Details of Documents enclosed)

Yours faithfully

(Signature of the applicant)

Contact details:

Name in full.....

Full Postal Address:_____

Tel. No.

Mobile No.

Dated: