

TO

The Admission Department  
ODM Public School  
Bhubaneswar  
Odisha

Sub:- For the submission of birth certificate during the admission/ physical verification of the document.

Dear Sir/Madam,

This is to inform you that, I have applied for the birth certificate to the respective department. It may take a couple of week. So, I will submit the birth certificate at the time of admission/ Physical verification of the documents.

Therefore, I request you note self to look into the matter & do the needful.

Thanks and regards  
A. K. Sahoo