

Date:

To

The Consular Officer
Embassy of Bangladesh
Bangkok.

Subject:

Dear Sir,

With due respect I, (holding Bangladesh Passport
No. issued at DIP/Dhaka on)
am writing to you to issue acertificate in favour of me for
.....

Therefore, I am requesting you to consider my application to issue the desired certificate
in favour of me.

Sincerely yours,

Signature : (.....)

Name : (.....)

Contact No : (.....)