

Date:  
Place:

To  
The Post Master,  
Head Post Office,

Subject: Application for Encashment of Kishan Vikas Patra No. XXXXXX

Dear Sir/Madam,

I would like to encash Kishan Vikas Patra No. XXXXXX bought on xx/xx/xxxx.

Please also find attached following documents:

- 1- Original KVP certificate (With signature behind the KVP Certificate)
- 2- Proof of Identity - Valid Indian Passport, Indian Driving License

If you need any other document or info, please do let me know.

Thank you very much for your kind cooperation.

Signature of Mr. YYYY

Respectfully Yours,

Mr. YYYY  
Address of Applicant  
House No. XXX  
123 Road,  
New City  
Pincode - XXX XXX