

To,  
The Commissioner,  
Guwahati Municipal Corporation,  
Panbazar, Guwahati-781001

Through the Deputy Commissioner,.....Zone

Subject: Prayer for mutation / partition of Holding No: ..... of the Ward No: .....

Sir,

.....  
.....  
.....  
.....

Date:  
Place: Guwahati

Yours faithfully

(Signature of the Owner)  
Contact No: